

University of Memphis

I Department: Health Sciences Library

II Position: Student Assistant

III Purpose: as a member of the **Baptist Memorial Health Care Library** (Health Sciences Library) the student worker will play an important role in the academic life of the Loewenberg College of Nursing (LCON), the School of Communication Sciences and Disorders (CSD), and other health sciences faculty and students supporting the library staff and providing services.

IV Duties and Responsibilities

The student will perform assigned duties including:

- Assist library staff with various projects and daily tasks
- Work at the service desk
- Check out and check in books, journals, reserve books and other library materials using Sierra (circulation software)
- Answer basic informational, directional and library policy questions
- Help patrons locate materials in the stacks, provide basic computer assistance
- Record and tally usage statistics.
- Assist with document scanning, printers, and scanners
- Fill paper in the printers
- Help troubleshoot public computers according to directions.
- Assist with opening and closing procedures.
- Office duties include filing, answering phones, maintaining inventory organize supplies, printing documents, and other duties as assigned.

V Direction Received: Work under the direct supervision of the two library assistants, and the health sciences librarian.

VI Job specifications: Requires enrollment at the University of Memphis. Depends on the official library hours posted for each semester. The job will provide opportunities to acquire research knowledge, experience, and skills.

VII Special Conditions: This is a part-time position. The student may work up to 15 hours every week.

Official library hours are set before the beginning of the semester. Library hours may change from one semester to another. The student needs to have flexibility to work remotely as needed.

This position requires work related communication and interaction between student employees, faculty, staff, and students.

Start: Monday, August 1st, 2022; 8:30 AM

End date: Wednesday, December; 5:00 PM

VIII Required knowledge skills, abilities, and characteristics

- Excellent written and verbal communication skills and attention to detail.
- Ability to work effectively with the public.
- Display exemplary attitude and work habits, including trustworthiness and attention to detail.
- Experience using Microsoft Windows and Microsoft Office.
- Ability to work well with others (especially in an environment that appreciates diversity) as well as independently
- Adherence to work schedule and promptness are essential

Student employees will be expected to arrive on time to work¹. The HSL is under no obligation to keep in its employment any student who does not fulfill their duties.

IX Working Conditions

Technology oriented academic research library with some similarity to an office environment.

X Wage: _____

7/14/2022

¹ Only serious reasons for failing to arrive at work on time will be accepted. These reasons include illness, unpredicted transportation problems, and real emergencies. Failing to inform the student employee supervisor of valid reasons for missing scheduled work hours will be considered grounds for dismissal.