

University of Memphis - University Libraries
Position Description

I. DEPARTMENT: Cataloging

II. POSITION: Student Assistant

III. JOB PURPOSE:

Assist catalog Librarians and Library Assistants with cataloging duties

IV. DUTIES AND RESPONSIBILITIES

A. Assist Catalog Librarians and Library Assistants with cataloging duties; primarily pulling books from the stacks for revisions, special projects, sorting books or printed records into categories, filling out "Search" forms for Circulation, etc.

B. Pull shelf list cards for full-time employees engaged in special projects.

V. DIRECTION RECEIVED

Reports to Departmental Student Supervisor (Gloria Fitzgerald)

VI. JOB SPECIFICATIONS

Requires enrollment as a student at the University of Memphis

VII. SPECIAL CONDITIONS

This is a part - time position involving 10 hours per week. The primary work schedule for this position is 2 hours pre day. During breaks, interim, summer, and holiday periods, more work hours might be offered if sufficient work and funds are available.

VIII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Computer skills
- B. Knowledge of library functions
- C. Good communication skills
- D. Good interpersonal skills

IX. WORKING CONDITIONS

Technologically oriented academic research library with some similarity to an office environment. Position requires some standing, walking, and reaching. Incumbent must be able to bend, stoop, and lift up to 30 pounds. Responsibilities may require that the incumbent push and/or pull wheeled book trucks weighing up to 300 lbs.

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