Peru State College

Student, Part-Time, and/or Temporary Employment

Job Description

Title: Library Aide

Purpose: To assist library staff and patrons.

Duties and Responsibilities: Library Aide will assist patrons with library research, with use of the collection, and with accessing appropriate materials and resources. Perform advanced and routine circulation desk duties, stacks maintenance, new materials processing in all formats and discards processing, and bindery preparation. Process interlibrary loan requests. Maintain equipment and assist patrons with copiers, printers, scanners, laptops, and computers. Assume the responsibility for the Library in the absence of full-time staff members and/or during hours of operation on weekends and at nights; this includes the opening and closing of the Library. Other reasonably related duties may be assigned.

The preceding is a brief general description of the duties and responsibilities associated with this position, and may be subject to modification by the supervisor.

Preferred Qualifications: High School graduate or equivalent; professional, courteous, and reliable. Previous work experience is desirable. Strong interpersonal skills to work tactfully and courteously with the public and co-workers with frequent interruptions. Work independently and unsupervised, make decisions, and exhibit good judgment. Accurate keyboard entry, word processing, typing, and filing skills required; attentive to details. Knowledge of Microsoft Office 2010 or higher is desirable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb, stoop, bend, twist, and reach. Hand-eye coordination necessary to operate computers, printers, copiers, and other equipment. The employee must occasionally lift and/or move up to 25 pounds and push and/or pull carts weighing 60-80 pounds.

Wage Rate: Wage rates are listed on the current job title and pay scale table. Please visit with the Director of Financial Aid for specific information.

Dates of Employment: Dates of employment will generally conform to the beginning and ending dates of the academic term, or in certain instances will be determined by the Director of Financial Aid.

Supervision: Supervision will be provided by the director/supervisor of the area to which the worker is assigned, or by said individual’s designee.