

Delaware College of Art and Design Edgar A. Thronson Library Library Student Assistant Job Description

Library student assistants are a vital component in keeping the library open and resources accessible to students. In addition to staffing the library during evening and weekend hours, library student assistants help with a variety of special and ongoing projects. Library student assistants need to be dependable, detail-oriented and have excellent customer service skills.

Responsibilities:

- o Help students and faculty locate materials in the library
- o Check-in returned materials and accurately re-shelve these materials in the library
- o Process and jacket new books
- o Shelf read an assigned area in the library
- o Trouble-shoot computer and printer issues
- o Communicate any issues promptly to the library director
- o Help keep the library clean, by straightening, cleaning computer stations and library tables
- o Special projects as assigned

Perks on the jobs

- First to see new books in the collection
- Learn and practice new research skills
- Excellent resume builder
- Get to know more of your classmates