

Blue Ridge Community College - Employee Job Description

Position Title: Library WorkStudy	Classification: Work Study
Division: Instruction	Pay Rate: \$8.50/hr.
Department: Educational Support/Library	
To apply, contact: Ali Norvell at (828) 694-1636	

Statement of Primary Purpose: The library workstudy assists in working the circulation desk as well as other duties related to library maintenance and organization.

Essential Functions and Responsibilities:

- Check library material in and/or out
- Log in new magazines and shelve
- Log in new newspapers and shelve
- Maintain magazine archive files
- Maintain newspaper archives
- Issue library cards to new patrons
- File library card applications
- Assist patrons with printing
- Open and distribute daily mail
- Shelf reading
- Empty exterior book drop

Additional Duties and Responsibilities:

As assigned

Minimum Qualifications

Education: *Must be a current BRCC student*

Knowledge and Skills:

- Intermediate-level knowledge of computers;
- Familiar with Microsoft Office software
- Excellent customer service skills
- Basic knowledge of library filing system helpful
- Ability to follow routines

- Ability to work independently

Physical Demands: *Prolonged sitting; pushing heavy book carts; bending and standing*

Date Last Revised: 04/12/2017