



Position Description

Position Title	Student Assistant
Department	Library
Classification	Part-time
FLSA Status	Non-exempt
Reports To	Library Director, Programming Librarian
Direct Reports	None
Last Updated	9/15/21

Purpose of Position

The Student Assistant assists in the day-to-day business of the Little Chute Public Library.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assist with maintenance and organization of collection: Check in items, prepare and organize library item holds, shelves library materials, recommends materials for purchase, evaluates condition of items, inventories collections, as needed.

Provides assistance in the use of the library and its resources by the public: Assists patrons with finding desired materials, provides readers' advisory assistance, assists patrons with basic use of InfoSoup and public Internet computers, assists in the maintenance of good public relations.

Other duties as assigned or required: Assists with programming, as needed, coordinates library displays of materials, assists with special projects as assigned by the Library Director and/or Programming Librarian, participates in training opportunities as assigned by the Library Director.

Education, Experience, and Skills

Knowledge of computers, word processing, spreadsheets, and electronic information resources including the Internet.

Ability to follow detailed instructions; ability to interpret and apply technical instructions.

Ability to communicate effectively orally and in writing.

Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.

Ability to sustain prolonged visual concentration.

Ability to maintain and foster cooperative and courteous working relationships with the public, peers, and Library Director.

Physical Requirements

Ability to lift and carry 30 pounds and maneuver a fully loaded book cart.

Work Environment

Work is generally performed in the library. Occasional outdoor work may be required.

EOE / ADA Statement

Little Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Little Chute will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.