Beloit College  
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Library Circulation Assistant</th>
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</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Department</td>
<td>Library</td>
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<tr>
<td>Supervisor</td>
<td></td>
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<tr>
<td>Work Location</td>
<td>Library</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-40370-00000-00000-xxxxx</td>
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</tbody>
</table>

Do multiple individuals hold this position at one time?  ☑ Yes  ☐ No

Number of positions available: 18

Work Schedule
A student in this position can expect to work 7 - 9 hours per week.
The student will work ☐ Monday thru Friday ☑ Saturday ☑ Sunday  ☑ any day of the week.
Hours are available during the following times of the day: 8:30 am - midnight; 2:00 am during exams.

Department/Position Overview
Circulation assistant checks out/in library material at the desk on the main floor. Students assist library patrons in using the facilities and collections, and direct them to services of the staff. Additional duties include shelving, stack maintenance, and inventory.

More Detailed Information Available
http://www.beloit.edu/library/about/studentemployment/

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☒ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
☒ Use the library computer system to check library materials in and out
☒ Shelve books, CDs and DVDs/Video in correct order
☒ Assist with printers and photocopiers as needed
☒ Follow building procedures
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- Ability to work with library software