**Position Title:** Library Interlibrary Loan Assistant  
**Department:** Library  
**Work Location:** Library, ILL  
**Hourly Rate:** $7.25  
**Supervisor:** Cindy Cooley  
**Account Number:** 01-40370-00000-00000-xxxxx

**Do multiple individuals hold this position at one time?**  
- Yes  
- No  

**Number of positions available:** 3

**Work Schedule**

A student in this position can expect to work **1 - 2** hours per day, **5 - 10** 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 - 3:30 pm**.

**Department/Position Overview**

Search our computer catalog and retrieve requested items. Make photocopies from periodicals. Scan and send documents electronically. Search for identifying information on paperwork. Check in received items and check out loaned items. Assist with getting items ready to mail and/or put in state van delivery. File request slips. Lift up to 40 lbs, have the ability to hear and speak effectively with co-workers, supervisor and others, have good reading skills and neat handwriting.

**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
**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