Position Title: Mending Assistant
Hourly Rate: $7.25

Department: Library
Supervisor: 

Work Location: Library, Technical Services
Account Number: 01-40370-00000-00000-xxxxx

Do multiple individuals hold this position at one time?  

Yes  ☐  No  ☑  

Number of positions available: 1

Work Schedule

A student in this position can expect to work 2 - 3 hours per day, no more than 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 - 5:00 pm.

Department/Position Overview

The student will replace book covers, mend or replace missing pages, construct archival boxes for fragile items and other projects as assigned.

More Detailed Information Available

https://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

☒ Lift 50 lbs
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: Microsoft Word & Excel

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: