



**2011 - 2012**

## **FEDERAL WORK-STUDY JOB DESCRIPTION**

**Department:** LRC (Library)

**Campus:** Cooper

**Supervisors:** Matthew Gilley and Terry Buckner

### **Contact Information:**

**Name:** Matthew Gilley

**Building:** Oswald

**Room:** 222

**Phone:** 246-6628 or 246-6380

**OR:** Terry Buckner, Oswald 224, 246-6397

**Brief Job Description:** Student workers are needed to work in the circulation department. This entails checking in and checking out of library items and general customer service. Additionally, students will be shelving books, shelf reading, cleaning, and any other projects assigned. 10-20 hours per week.

**Preferred qualifications:** Punctuality, dependability, computer skills, attention to detail, and ability to work with the public. Evening availability may be required.

**Number of positions:** 2