

Summer 2018 FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Learning Commons (Library)

Campus: Newtown

Position Title: Student Assistant

Supervisor Information:

Name: Terry Buckner and Heather Rapp

Campus: Newtown

Building: Classroom Building

Room: 120

Phone: Heather (859-246-6608)

Brief Job Description: Public Services position. Checking in and checking out

Library items, answering questions, shelving books, shelf-reading, cleaning, and other projects as assigned.

Learning Commons is open 8-7 M-Th and 8-4:30 F

Preferred qualifications: Punctuality, dependability, computer skills, basic

Math skills including decimals, attention to detail, and ability to work with the public

Number of positions: 1-2

