

**2018-2019**  
**FEDERAL WORK-STUDY**  
**JOB DESCRIPTION**

**Department:** Library / Learning Commons

**Campus:** Newtown

**Position Title:** Student Library Assistant

**Supervisor Information:**

**Name:** Courtney Jordan and Heather Rapp

**Campus:** Newtown

**Building:** Classroom Building

**Room:** 120

**Contact:** For questions about the position or to apply, please contact Courtney Jordan at 859-246-6409, [Courtney.jordan@kctcs.edu](mailto:Courtney.jordan@kctcs.edu) or Heather Rapp at 859-246-6608, [Heather.Rapp@kctcs.edu](mailto:Heather.Rapp@kctcs.edu) .

**Brief Job Description:**

Public services position: Checking in and out of library items, answering questions, shelving books, shelf-reading, cleaning, and other projects as assigned. The 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 the ability to work courteously with the public. Familiarity with using, or willingness to learn about, various student tools and services such as KCTCS e-mail, the BCTC website, and Microsoft Office.

**Number of Positions:** 1-2



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