

2018-2019
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Library / Learning Commons

Campus: Leestown

Position Title: Student Library Assistant

Supervisor Information:

Name: Maureen Cropper, Courtney Jordan

Campus: Leestown

Building: A Building

Room: 112

Contact: For questions about the position or to apply, please contact Courtney Jordan at 859-246-6409 or Courtney.jordan@kctcs.edu.

Brief Job Description:

Public services position: checking library items in and out, answering questions, shelving materials, shelf-reading, minor cleaning, and other projects as assigned

Preferred qualifications:

Punctuality, dependability, computer skills, basic math skills, 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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