



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Library Aide
Rate of Pay: \$7.95
Begin Date: Immediate
End Date: 06/30/2010
Work Site: North Mohave Campus, 928-875-2544
Supervisor's Name: Carolyn Hamblin

Specific duties performed on a regular basis:

1. Assist library users in learning to use online catalog, library online databases, copy machine, printer and other resources available to them; provide limited reference assistance using print and electronic resources.
2. Check-in and out library materials; notify library users when material(s) arrive (ILLs and ICLs).
3. Check in newspapers, handle and process UPS mail (from bookstore) and US and Intercampus mail.
4. Daily maintenance: Straighten and read general collection, reference, periodicals, videos and cassettes; dust and polish study tables, stock pencils and scratch paper in work areas and keep circulation area neat.
5. Maintain necessary statistics (reference questions at the circulation desk - from phone calls, directional, etc...)

Skills/Qualifications needed:

1. Any required combination of education, training, and/or experience which demonstrates potential for success in performing the duties of this position.
2. Approved for Federal Financial Aid award and Registered for at least 6 credit hours.
3. Must be in good academic standing according to MCC standards.
4. Must have basic computer skills and good communication skills.
- 5.

Things your supervisor would like a student employee to understand about working in this department:

1. **No studying allowed on the job.**
2. Student may have to open and/or close the library, assist in projects/events, etc...