

**FEDERAL WORK STUDY JOB DESCRIPTION
COX COLLEGE
1423 N JEFFERSON
SPRINGFIELD MO 65802**

JOB TITLE: Library Student Assistant

DEPARTMENT: Cox College

REPORTS TO: Director, Library Services

RATE OF PAY: \$9.50/hour

LENGTH OF EMPLOYMENT

Student will need to apply for a position, be approved by Human Resources at CoxHealth and then will be allowed to start the work study program. The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for discipline reasons.

JOB SUMMARY/PURPOSE

Responsible to assigned Library Staff daily tasks which facilitate availability of information to our customers.

PRIMARY RESPONSIBILITY

- Assists with shelving of materials as assigned by library staff.
- Refers patron requested for library services to appropriate staff member.
- Assists with copying of requested materials (Interlibrary loan, copy requests, etc.)
- Assists in tasks that facilitate availability of information to library customers.
- Assists in helping maintain statistical information.
- Assists in preparing/receiving Bindery material as requested by staff.
- Practices positive communication with customers (greeting, need help?).

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to learn the general procedures and computers used in the Library.
- Ability to communicate in a friendly manner with customers.
- Previous experience in a library setting (helpful, but not mandatory).
- Ability to be dependable, responsible, punctual, prepared, and organized.
- Cox College student eligible for work study monies.

See §675.18 Federal Work Study Regulations
Rev. 06/15/2009