

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISIED 7/18
SUBJECT <i>Library Assistant</i>	RANK x263	GROUP III	CBC	PHYSICAL

DEFINITION:

Under the direction of staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Assists in the supervision and training of Library Aides.
- (b) Serves as the library building manager during evening and weekend hours.
- (c) In addition to the above duties, may be called upon to perform any or all of the Library Aide duties.
- (d) Performs related duties as assigned.

BASIC QUALIFICATIONS:

One (1) academic year (two semesters) experience as a Library Aide II or the equivalent experience off campus.

QUALIFICATIONS FOR STARTING AT STEP B:

Two (2) academic years (four semesters) experience as Library Aide II or the equivalent in experience off campus.