

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Library Aide	RANK x242	GROUP II

DEFINITION:

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

- (a) Performs clerical duties, such as filing in internal library work files; preparing books, journals, documents, manuscripts, and other material for shelves; recording receipt of material; matching purchased items to the outstanding order file.
- (b) Types letters, memos, lists, book labels, order requests, and forms.
- (c) Completes and sends out overdue notices, requests for vendor numbers, and other forms.
- (d) Answers phone inquiries.
- (e) Performs routine searching of records, catalogs, or bibliographies.
- (f) Shelves discharged material; keeps shelves in order; clears desks, tables, etc. of library materials.
- (g) Charges and discharges items, including Reserve material.
- (h) Searches for missing books and other library material.
- (i) Performs simple binding and repair operations.
- (j) Prepares outgoing shipments and receives, unwraps, stamps, and routes incoming material.
- (k) Files library material.
- (l) Runs library-related errands.
- (m) Operates projectors, tape recorders, record players, microfilm machinery, terminals, and other library equipment.
- (n) Carries out additional tasks as needed.

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SUBJECT Library Aide	RANK x242	GROUP II	CBC	PHYSICAL

BASIC QUALIFICATIONS:

Previous library work experience, substantial experience in using a library, experience in a work setting dealing with customers and computers, or overall GPA of 3.00.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year of comparable experience.

LEARNING OUTCOMES*:

- Identify areas for continual growth while pursuing and applying feedback
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Be accountable for individual and team responsibilities and deliverables.
- Collaborate with others to achieve common goals.
- Identify appropriate technology for completing specific tasks.
- Navigate change and be open to learning new technologies.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).