

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT <b>Library Assistant</b>	RANK x263	GROUP III

DEFINITION:

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

- (a) Assists in supervising and training of Library Aides.
- (b) Serves as the library building manager during evening and weekend hours.
- (c) May be called upon to perform all Library Aide duties.
- (d) Carries out additional tasks as required.

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.

LEARNING OUTCOMES\*:

- Identify areas for continual growth while pursuing and applying feedback.
- Professionally advocate for oneself and others.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening.
- 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.
- Multi-task well in a fast-paced environment.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change.
- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage diverse resources and feedback from others to inform direction.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Maintain a positive personal brand in alignment with organization and personal career values.

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- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Show a high level of dedication toward doing a good job.
- Have attention to detail, resulting in few, if any, errors in their work.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Build strong, positive working relationships with team members and coworkers.
- Navigate change and be open to learning new technologies.
- Quickly adapt to new or unfamiliar technologies.

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