

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Library

Department Head: Anne Kish

Classification/Name of Position: Library Assistant

Student's Supervisor: Kayla Schmeisser

Office/Location: Library

Email Address: kayla.schmeisser@umwestern.edu

Phone #: 406-683-7542

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

- Library experience is helpful but not required.
- Training will be provided.
- Starting wage is minimum wage. Increased wages are possible as students gain experience.

Purpose/Role of the position:

- Customer Service.
- Keeping library neat and orderly.
- Assisting library staff with duties as assigned.

Duties and Responsibilities of the position & how they relate to the purpose/goal:

- Operates the circulation desk including checking library materials in and out.
- Assists patrons in using the catalog, databases, archives, etc.
- Assists patrons with the use of library technologies, such as self-checks, printers, and laminators.
- Maintenance duties pertaining to the physical collection, including the shelving, shifting, and inventory of materials.
- Assists the technical services librarian with duties related to collection development and Inter-library Loan.
- Processes new materials and checks in periodicals and newspapers.
- Maintains library statistics such as building usage statistics and circulation statistics.
- Performs general maintenance of library equipment.
- Housekeeping duties such as cleaning furniture and dusting shelves.
- May open and close facility following set protocols.
- Additional duties as assigned.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.