Student Library Assistant

The UNE Libraries seek student employees to staff the Information Desk on each campus. Applicants must possess a positive attitude, excellent customer service skills, attention to detail, and punctuality and dependability are a must. Must be mature and able to work independently and with minimal supervision. Early morning, overnight, weekday, evening and weekend hours are available. The libraries have a team-oriented atmosphere.

Job Duties: Duties include checking in and out library materials and assisting patrons using the library's online catalog, assisting with reference chat, website, printers, photocopiers, scanner, fax and microform reader/printer, and special projects. Knowledge of all library collections and the varying circulation policies of each, as well as all library staff and their responsibilities to make proper referrals as needed. Follow all practices outlined in the UNE Employee Confidentiality Agreement. Maintain a neat, orderly, attentive appearance at the information desk and assist in maintaining a quiet atmosphere within the designated quiet areas. Responsible for working shifts as assigned or arranging for a substitute. Other duties as assigned.

Skills
Positive attitude, excellent customer service skills, strong communication skills, attention to detail, manual dexterity, computer literacy, understanding of bibliographic record/citation, accuracy in reading alphanumeric sequences, ability to stand, push a book truck, and reach high or low shelves, ability to lift 25 pounds, ability to work independently and under pressure.

Coverage Needed
- Weekdays (Mornings)
- Weekdays (Afternoons)
- Weekdays (Evenings)
- Overnights
- Weekends