

Holy Cross College
Student Employment
Fall 2019

Title: **Library Assistant**

Department: Library

Supervisor: Paula Morrow

Email: pmorrow@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor

Rate of pay: \$7.25 per hour

Location: McKenna Library

Purpose

Provide administrative support to the College Library Staff as well as assist students in the Library as needed.

Essential Job Duties:

- Determine eligibility of patrons for library services
- Check library materials in and out to library patrons
- Monitor student use of the library
- Shelf library materials
- Work on special projects assigned by the regular library staff
- Perform other duties as assigned

Minimum Education, Skills and Abilities:

- Excellent interpersonal skills
- Ability to work with a minimum of direct supervision