##

**POSITION NAME**

**Student Employment**

**Title: Library Services Student Assistant**

**Student Supervisor: Library Services Coordinator**

**Hiring Manager Contact: Elizabeth Novicki - elizabeth.novicki@salem.edu**

**Position Status: *Part Time***

**Classification: Non-Exempt**

**Reviewed/Revised:** *August, 2024*

**$9.00 per hour for up to 10 hours per week with a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Title:** Library Services Student Assistant

**Position Reports to:** Library Services Coordinator

#### **Summary of Position:**

The Library Services Student Assistant performs general and routine service desk duties by assisting library users with library resources and helping maintain library materials. This position serves as the first point of contact for library users.

**Essential Duties and Responsibilities:**

* Greeting library users in person, answering the telephone, and responding to online chat
* Checking materials in and out
* Responding to library user requests
* Assisting library users with basic research and directional inquiries
* Conducting searches in the library catalog and databases
* Locating library materials in the physical stacks and online
* Assisting library users with printing and scanning
* Offering referrals to Salem librarians and staff members
* Assisting with closing the library during Sunday – Thursday evening shifts
* Assisting Salem librarians and staff members with projects as assigned

**Required Qualifications**

* Excellent communication skills
* Enjoy helping and interacting with people
* Interest in learning new research skills
* Perseverance in answering questions
* Ability to multitask

**Physical Functions**

While performing the responsibilities of the **Library Services Student Assistant**, the employee is required to sit for varying lengths of time; bend, reach, lift, push, and pull up to 25 pounds; occasionally stand, walk, and kneel and regularly ascend/descend stairs; use hands and fingers to handle or feel and manipulate keys on a keyboard; perform extended periods of work at a computer workstation, view a computer monitor; perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means of spoken word; and work in an office setting.

*Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

*Print Name Employee Signature Date*