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**Federal Work Study
Job Description Form**

Job Title: Library Aide
Department or Organization: HCC Library
Address (Off campus only):

Desired No. of Hires: 4 - 10

Supervisor: Mary Dixey
Office: Donahue 208
Phone: 413-552-2260
Email: mdixey@hcc.edu

Designee: Suzanne Doyle
Office: Donahue 206
Phone: 413-552-2261
Email: sdoyle@hcc.edu

General Job Description:

Multiple positions working in various areas of the library, can include assignments in more than one area in a given shift.

Detailed List of Duties:

At the circulation desk, check out/in library materials using an automated system, answer patrons' questions; answer phone calls. At the reference desk, troubleshoot & resolve computer problems. Pick up mail from Office Services; help process new books (i.e. adhering barcodes, date due slips & book jackets); de-accession material (undoing everything that is done to get item ready to circulate); weed books. In Archives, work on archival files. Other duties can include photocopier maintenance and straightening up the library.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Ability to learn an automated library system and the Library of Congress classification system; learn new technology skills; learn archival and technical processing techniques.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Accuracy, attention to detail, confidentiality and dependability are a must. Ability to follow instructions, to exercise good use of personal judgment, and to communicate and deal courteously with people are fundamental prerequisites.

Skills and/or previous experience desired:

Ability to interact well with library patrons and staff is essential, good personal manners are required, ability to follow directions is a must, knowledge of computer hardware & software and knowledge of Microsoft Office Suite helpful, Comfortable with Moodle.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Shifts usually between 8:30 A.M. – 3:00 P.M. Monday – Friday.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Mary Dixey
Print Name of Supervisor

Dean
Title

August 26, 2019
Date