Federal Work Study
Job Description Form

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

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 ___________________________ Dean ___________________________ August 26, 2019
Print Name of Supervisor Title Date

Please return completed form to skapinos@hcc.edu