

Feather River College Student Employment

Job Title: Student Library Assistant

DESCRIPTION:

Under direct supervision, perform a variety of clerical, customer service and upkeep tasks in the FRC Library.

ESSENTIAL DUTIES:

- Help keep the library clean, safe, and organized
- Work directly with students, faculty, and staff at check-out counter performing assorted clerical tasks
- Shelve books, magazines and newspapers
- Answer phone and take accurate messages
- Perform data entry using various software applications
- Operate standard library/office equipment such as a computer, copy machine and audio/video devices
- Pick up and sort mail

MINIMUM QUALIFICATIONS:

Basic Knowledge of

- Customer service
- Office procedures and equipment
- Word processing and basic use of spreadsheets

Skills in - Data entry

- Operating a personal computer
- Effective oral and written communication
- Basic mathematical calculations (adding, subtracting, multiplying)
- Arranging items in correct alphabetical and numerical order, including decimals

DESIRABLE QUALIFICATIONS:

- . Familiarity with social media, web design, document scanning, and digital technology
- . Completion of high school and some experience working with the public
- . Ability to take initiative and notice issues that need attention
- . Ability to perform multiple tasks in a busy work environment
- . Knowledge of one or more library classification systems

PHYSICAL CHARACTERISTICS:

- . Vision sufficient to read computer screens and small print
- . Manual dexterity to operate keyboards, answer phones and perform light cleaning tasks
- . Adequate speech and hearing to communicate effectively with patrons
- . Bending and reaching to file books

WORK SCHEDULE:

Monday-Friday: late morning through early afternoon (1-3 hrs/day) Additional flexible hours to be scheduled as needed

TO APPLY:

Submit completed Application for Student Employment and Class Schedule to the Advising/Counseling Center.