**Ann Maria College On-Campus Federal Work Study Job Description**

50 Sunset Ln.
Paxton, MA 01612

<table>
<thead>
<tr>
<th>Department/Location:</th>
<th>Library</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Becca Pac</td>
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<tr>
<td>Supervisor Preferred Contact Information:</td>
<td>b <a href="mailto:pac@annamaria.edu">pac@annamaria.edu</a></td>
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<tr>
<td>Position Title/Classification:</td>
<td>Library Student Assistant</td>
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<tr>
<td>Positions Available:</td>
<td>6</td>
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<td>Hourly Wage:</td>
<td>$15</td>
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**Job Description:**

Library student assistants help people access library resources and work on tasks to ensure that the library collection is organized and accessible to AMC students and the C/W Mars consortium.

**Duties Performed:**

- Assist people at the circulation desk by giving directions, answering the phone, and checking out materials.
- Check in and shelve books and other materials that are returned, as well as pulling items to send out to other libraries.
- Provide basic reference assistance by looking up and finding books, helping students use the library website, and referring in-depth questions to librarians.
- Work with librarians on projects to support the library such as shelf reading, basic collection maintenance, and shifting.
- Troubleshoot printer problems, refill supplies, and assist patrons with sending documents to the printer.
- Other tasks as assigned.

**Specific Qualifications:**

Library experience preferred, but not required

**Hours/Week:**

5

**Special Application Instructions:**

n/a

Dates of Employment (check one):

☒ Full Academic Year