



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Library
Supervisor:	Becca Pac
Supervisor Preferred Contact Information:	bpac@annamaria.edu
Position Title/Classification:	Library Student Assistant
Positions Available:	6
Hourly Wage:	\$15
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:	<ul style="list-style-type: none">• 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



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Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: