## Anna Maria College On-Campus Non-FWS

50 Sunset Ln.

Paxton, MA 01612

<table>
<thead>
<tr>
<th>Department/Location:</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Becca Pac</td>
</tr>
<tr>
<td>Supervisor Preferred Contact Information:</td>
<td><a href="mailto:bpac@annamaria.edu">bpac@annamaria.edu</a></td>
</tr>
<tr>
<td>Position Title/Classification:</td>
<td>Library Student Assistant</td>
</tr>
<tr>
<td>Positions Available:</td>
<td>2</td>
</tr>
<tr>
<td>Hourly Wage:</td>
<td>$15</td>
</tr>
<tr>
<td>Job Description:</td>
<td>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.</td>
</tr>
</tbody>
</table>

### 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
☐ Fall Semester Only

☐ Spring Semester Only

☐ Summer Semester Only

   Summer start date:

   Summer end date: