



## Student Employee Job Description

<b>Position Title</b>	<b>Library Student Assistant</b>		
<b>Date Updated</b>	4/15/21		
<b>Dept Name</b>	Library	<b>Dept #</b>	411
<b>Contact</b>	Head of Public Access Services	<b>Email</b>	<a href="mailto:pamm@multnomah.edu">pamm@multnomah.edu</a>
<b>Weekly Hours</b>	5-19		
<b>Primary Physical Working Conditions</b>	Reception Desk	<b>Primary Location</b>	Portland Campus
<b>Position Summary</b>	Under full time staff supervision, student assistants will be responsible for serving library patrons with excellence at the front desk, as well as completing other library related tasks as needed.		
<b>Responsibilities</b>			
Provide servant hearted assistance to all library patrons whether in person or on the phone			
Assist all library patrons in getting the materials they need from the library			
Sort books for shelving and shelve as assigned			
Collect fines and handle other cash transactions with accuracy			
Ensure the integrity, privacy, and confidentiality of patron records and transactions			
Provide basic technological support for library patrons in using computers/copy machine/WiFi, etc.			
Perform other library related tasks as needed			
Adhere to library polices and procedures			
<b>Skills and Experiences gained from this position</b>			
Excellent customer service skills			
Problem solving/troubleshooting skills			
Interpersonal communication skills			
Basic office and technology tools			
<b>Qualifications</b>			
Self-motivated, dependable, enthusiastic, gracious, and approachable			
Ability and willingness to work nights and or weekends as well as daytime shifts			
Good oral and written communication skills			
Ability to handle money transactions accurately			
Have integrity in all dealings			
Able to lift 25 lbs., and push a full book cart			
<b>General Expectations for all Student Employees</b>			
Have good communication skills with co-workers			
Follow through on tasks and details			
Communicate with Supervisor			
Manage time and prioritize while at work			
Be on-time to work			
<b>Eligibility / Restrictions</b>			
Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks			
Must be enrolled at least half-time to be eligible for this position			
<b>Apply</b>			

[Online Application](#)

**Contact** Head of Public Access Services

**Email** [pamm@multnomah.edu](mailto:pamm@multnomah.edu)