



REFORMED UNIVERSITY

1724 Atkinson Rd., Lawrenceville, GA 30043

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Job Description: Library Assistant at Reformed University

Role Title: Library Assistant

Position Type: Part-Time, Student Position

Availability: 2 days a week

Working Hours: 9:00 AM to 5:00 PM

Duration: From August 7, 2023, to November 17, 2023

Days: Monday to Thursday

Compensation: \$10 per hour. Tuition Credit

Reformed University is seeking a dedicated and responsible student to join our library team as a Library Assistant. As a Library Assistant, you will play a vital role in supporting the essential functions of the university's library operations. This position offers an excellent opportunity for students to gain valuable experience while contributing to the academic environment of our institution.

Responsibilities:

1. **Customer Service:** Provide friendly and efficient customer service to students, faculty, and staff who visit the library.
2. **Circulation Tasks:** Assist with checking in and checking out books, laptops, and other library materials.
3. **Shelving:** Organize and shelve returned library materials accurately and promptly.
4. **Inventory Management:** Assist in conducting regular inventory checks and ensuring the library's collection is well-maintained.
5. **Information Assistance:** Help users find resources, answer basic inquiries, and direct them to appropriate resources or personnel.
6. **Library Maintenance:** Maintain the cleanliness and orderliness of the library space, including study areas and shelves.
7. **Technology Support:** Provide basic technical support related to library resources, such as computer systems and printers.
8. **Special Projects:** Support the library staff with occasional projects or events as needed.
9. **Adherence to Policies:** Ensure compliance with library rules, policies, and procedures to maintain a conducive learning environment.

Requirements:

1. Enrollment at Reformed University: Applicants must be currently enrolled students at Reformed University.
2. Strong Organizational Skills: Ability to handle multiple tasks efficiently and maintain an organized work environment.
3. Excellent Communication: Good verbal and written communication skills to interact with library patrons effectively.
4. Customer-Focused: A friendly and helpful demeanor, with a commitment to providing outstanding customer service.
5. Dependability: Demonstrated reliability and punctuality to fulfill scheduled shifts.
6. Attention to Detail: Careful and accurate when handling library materials and performing administrative tasks.
7. Basic Technology Skills: Familiarity with standard computer applications and a willingness to learn library-specific software.
8. Respect for Confidentiality: Understanding and upholding the importance of patron privacy and data confidentiality.
9. Physical Stamina: Ability to stand, walk, and lift moderately heavy materials (books, laptops, etc.).

Note:

- This position is open only to current students at Reformed University.
- Optional Practical Training (OPT) or Curricular Practical Training (CPT) is not available for this role.
- Additional duties may be assigned as required by the library's operational needs.

If you meet the above requirements and are eager to contribute to our university's academic community, please submit your application for the Library Assistant position. We look forward to welcoming you to our library team at Reformed University!

Application

<https://form.jotform.com/231986068980168>