



Federal Work-Study

Library

Name of Position: Student Office Assistant – Library Circulation Assistant (*Between the Daytime Hours of 8:00 a.m.-4:00 p.m.*)

Number of positions available for this posting: 1

Pay Grade and Classification: Grade II - \$14.50/hour

Hours per week: 15-20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Library
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Ruth Slagle
(731) 424-3520 ext. 50572
rslagle@jsc.c.edu

Location of Job Placement:

JSCC Library – Main Campus

Purpose and Role of the Position:

- This position is *daytime only*. It provides basic support for the librarians, staff, and students.

Duties and Responsibilities:

- Maintaining circulation and the circulation desk including replacing printers with paper, logging reference transactions, and answering the phone and transferring calls
- Returning of books and reference materials to the shelves
- Reading the shelves as assigned
- Checking books in and out
- Assisting students over the phone and in-person
- Referring in-depth research requests to librarians

- Helping with the book displays, i.e. putting to together or taking a part
- Other duties as assigned

Qualifications:

- Strong reading comprehension skills
- Excellent organizational skills
- Basic computer skills
- Good verbal communication skills to speak with students, and advise them on how to use the library system