LIBRARY STUDENT WORKER JOB DESCRIPTION

The Library Student Worker is a valuable member of the CESL staff. Having Library Student Workers who are detail-oriented, conscientious, helpful and friendly contributes to the smooth functioning of the library on a daily basis.

The Library Student Workers at the Center for English as a Second Language (CESL) perform a variety of duties that support both CESL and the CESL Library’s missions day-to-day, with an eye towards the future. The Library Student Worker is supervised by the Library & Information Services Coordinator (LISC, currently Mike Lindsey) and works ~10-12 hours per week.

The Library Student Worker is a year-round position and as such requires that workers be available to work during the entire calendar year, including the December/January Intersession, Spring Break, May/June Intersession and Summer Session.

Duties include, but are not limited to:

- giving a welcoming greeting to everyone who enters the library
- assisting students & teachers to find what they need
- supporting the CESL Independent Reading Program (IRP) by listening to students’ book descriptions to ascertain they have read the books. Also, stamping IRP passports & recording those stamps in the IRP spreadsheet
- performing general circulation tasks (checking materials in and out, creating library accounts, etc.)
- shelving and shelf-reading (assuring the books are in proper order on the shelves)
- providing basic reference service to students and faculty
- assisting the Curriculum Coordinator (CC, currently Fernanda Ortiz) as needed
- assisting in the preparation of the faculty’s instructional materials for distribution
- assisting in publisher-sponsored departmental book fairs
- keeping the Library neat and clean daily
- filling in as a Lab Monitor on an as needed basis
- other duties as assigned