JOB DESCRIPTION

The library circulation desk position involves, but is not limited to, the following tasks:

- Checking in and out materials to patrons
- Shelving materials
- Maintaining collection order and neatness
- Inputting new patron information into database
- Assisting patrons with location of materials
- Assisting patrons with use of library equipment (copy machines, printers, computers, etc.) and other resources
- Maintaining library study environment (no food, no cell phones)
- Assisting in special projects and other library functions

Essential job functions require ability to sit for extended periods of time, walk, bend, climb, push/pull, lift, and carry up to 25 pounds occasionally and the ability to reach items on shelf at 5’6” high. Also requires fine dexterity and ability to grasp, i.e. for writing and word processing/data entry.

Desired Qualifications:

- Attention to detail
- Customer service
- Hard working / Willingness to work
- Library experience (preferred but not necessary)

Days per week: All days are available: mornings, afternoons, evenings, and weekends.
Hours per week: Up to 20 hours/week.

TO APPLY

Office: Library
Supervisor Name: Kristen Cardoso
Email resume to kcardoso@miis.edu