

Form Name: Student Employment Job Description  
Submission Time: December 2, 2022 10:58 am  
Browser: Chrome 107.0.0.0 / Windows  
IP Address: 199.8.89.253  
Unique ID: 1041294769  
Location:

<b>Job Title</b>	Library Student Assistant
<b>Department</b>	RichLyn Library
<b>Contact Person</b>	Melissa Boothman
<b>Title</b>	Access Services Assistant
<b>Email</b>	mboothman@huntington.edu
<b>Phone</b>	(260) 359-4054
<b>Federal Work Study Only</b>	No
<b>Number of Positions</b>	5
<b>Start Date</b>	01/09/2023
<b>End Date</b>	04/28/2023
<b>Hours Per Week (10-15 max)</b>	10 or More
<b>Wage Rate</b>	8.25
<b>Describe the essential functions and duties:</b>	Assist the librarians in serving the HU community, primarily at the library service desk.
<b>Required Qualifications</b>	Ability to work independently and as a team member, organizational skills, and comfortable with technology.
<b>Preferred Qualifications:</b>	Library and/or customer service experience
<b>Professional Competencies:</b>	Ability to work in a team structure. Ability to make decisions and solve problems. Ability to plan, organize and prioritize work. Ability to obtain and process information.
<b>Appropriate Dress:</b>	T-Shirt Jeans
<b>Student Contact Procedure</b>	Stop In Submit Resume
<b>Stop In Location</b>	Library