



SPRING HILL COLLEGE

Job Title: Circulation Desk Assistant, FWS

Division: Circulation Desk, Burke Memorial Library

Supervisor: William Konrad, WKonrad@shc.edu

Job Type: On-campus student employment, Federal Work-Study

Qualifications:

- Student must have work-study eligibility confirmed by the Office of Financial Aid.
- Student must have experience using a mainframe and/or personal computer system, and be familiar with Microsoft Word and Excel.
- Applicants must be able to lift 25 pounds and be able to use a step stool or shelve books on the bottom shelf.

Employment Type: Part-time

Work Study Job: Yes

Length of Employment: August 2025 through May 2026

Description: The Circulation Desk Assistant is a student employee who assists with services at the Circulation Desk in the Burke Memorial Library. This position assists in a variety of ways with additional details provided below.

Schedule: Schedules vary during Hours of Operation (Regular Operating Hours: Sunday 1:30 PM - 9:00 PM; Monday-Thursday 7:30 AM - 9:00 PM; Friday 7:30 AM - 5:00 PM)

Responsibilities and Duties:

General duties include but are not limited to:

- Staffing the Circulation Desk. (CT/PS, O/WC, T/C, DT, P/WE)
- Providing quick, effective, and polite service to library patrons. (CT/PS, T/C, P/WE)
- Referring patrons with questions and problems to the appropriate staff. (CT/PS, T/C, P/WE)
- Answering directional questions. (O/WC, P/WE)
- Answering telephone calls and transferring calls to appropriate staff (O/WC, P/WE)
- Enforcing library policies (L, P/WE)
- Retrieving, sorting and sending library mail (T/C)
- Circulation and shelving of materials (T/C)
- Other duties as assigned by supervisor. (CT/PS, O/WC, T/C, DT, L, P/WE)

Specific duties include but are not limited to:

- Charging, discharging, and renewing library materials
- Checking in/out ILL items using the ILL ledger

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- Charging and discharging reserve items including marker kits and teacher reserves
- Emptying the indoor book drop
- Placing library materials on the carts in LC order for shelving
- Shelving library materials in the stacks and reference areas
- Shelf reading assigned sections
- Performing hourly floor counts and loose book counts.
- Keeping the library neat by picking up trash, pushing in chairs, cleaning print rooms, etc.
- Entering floor count data into the Excel spreadsheet.
- Recording loose book counts on the In-House Ledger.
- Locating materials for patrons using the online catalog.
- Accepting materials from faculty to be placed on reserve.
- Assist students with basic copier and printer problems.
- Assist students with microfilm and fiche machines.
- When the Helpdesk students and staff are away from the desk, take down contact information and pass it to them.
- Stocking paper in the copiers as needed.
- Other duties as assigned by Supervisor.

Required Knowledge, Skills, and Abilities:

- Dependable, responsible, and punctual
- Self-motivated and able to work independently
- Communicates with supervisor regarding issues or potential deviations from schedule
- Willingness and ability to adapt to change
- Creative, organized, and efficient
- Ability to handle multiple tasks with an attention to detail.
- Willingness to learn
- Possesses strong teamwork skills
- Familiarity with libraries and the Library of Congress System
- Strong oral/written communication skills
- Strong computer skills that include familiarity with Word and Excel

Desired Competencies:

- Critical Thinking/Problem Solving (CT/PS)
- Oral/Written Communication (O/WC)
- Teamwork/Collaboration (T/C)
- Digital Technology (DT)
- Leadership (L)
- Professionalism/Work Ethic (P/WE)