

Library Work-study Circulation Assistant

Posting Date: 8/1/18

Classification: Work-study

Description: Description: Student will be responsible for the following: 1) Checking in and out materials to patrons, staff, and faculty 2) Answering questions about library cards, printing, and other library related topics 3) Maintaining library collection by shelving materials, shelf-reading, and dusting 4) Includes any other duties that may be assigned by the library director or circulation staff

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: \$7.50 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Kayla Kasprzak 575-492-2871 or email kkasprzak@nmjc.edu.

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