

## **Library Work-study Circulation Assistant**

**Posting Date:** 3/4/2019

**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](mailto:kkasprzak@nmjc.edu).

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