

Student Aide Job Description

7/18/2022 | Taken from the MPLD Personnel Policy Revision 09

1.2.4 STUDENT AIDE

Purpose:

Assist in making Library resources available to the public.

Major Duties and Responsibilities:

1. Answer telephone
 - ◆ Answer telephone courteously, answer questions when possible or transfer calls to appropriate individuals.
 - ◆ Process renewal requests when requested.
2. Assist Patrons in finding Library materials
 - ◆ Point out various divisions of the Library when asked.
 - ◆ Search Library databases to see if materials are available at other libraries for inter-library loans.
 - ◆ Assist patrons in operating the patron-access computers, personal reading devices, and online Library applications.
3. Check in and check out materials
4. Shelve return/misplaced materials
 - ◆ Browse shelves for misplaced items
5. Process "Send Item" list
 - ◆ Print out send item list from Library database
 - ◆ Process books to be routed to other libraries
6. Prepare new patron cards
7. Assist with Library programs and displays
 - ◆ Assist with development of materials for bulletin board and displays
 - ◆ Help to supervise patrons during programs
 - ◆ Assist in preparing for the various programs the Library offers.

Student Aide List of Activities:

- ◆ Answer telephones
- ◆ Assist patrons
- ◆ Work circulation desk
- ◆ Shelve books
- ◆ Read shelves and keep in order
- ◆ Prepare send item list
- ◆ Route inter-library books in and call patrons informing them their books are ready to be picked up.
- ◆ Process new patron cards
- ◆ Scan, make copies and fax
- ◆ Assist with Library programs
- ◆ Keep Library neat and orderly

Maroa Public Library District

305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com



Job Context:

The Student Aide position is a part-time position in the Library. The immediate supervisor for this position is the Director, and this position is supervised on a daily basis. The Librarian Assistant and Programming and Outreach Director direct daily activities. There is a great deal of independence in this position during the workday. This position does not exercise any supervisory authority.

There is some monetary accountability involved with this position, in addition to accountability in terms of public relations for the Library and the district. There is considerable contact with the general public, primarily in person and on the telephone.

The Student Aide is required to do some heavy lifting and pushing of materials on wheeled carts. There are limited physical hazards associated with this position.

Knowledge:

- ◆ Layout of the Library
- ◆ Computer systems, including computer software packages
- ◆ Proper grammar and proper use of English in speaking and writing
- ◆ Proper procedure of handling cash

Skills and abilities:

- ◆ Find requested materials within the Library
- ◆ Look up requested information using department-specified computer software
- ◆ Place materials in the proper places on shelves
- ◆ Maintain confidentiality when required
- ◆ Accurate data entry into computerized systems
- ◆ Communicate effectively with Library visitors
- ◆ Work independently when necessary
- ◆ Handle multiple tasks simultaneously with frequent interruptions
- ◆ Deal with others in a professional manner
- ◆ Maintain professional composure in heated situations
- ◆ Deal with angry patrons in a positive and constructive manner
- ◆ Follow department procedures
- ◆ Meet specified or required deadlines
- ◆ Pinpoint problem areas within the Library and notify Director of hazardous areas.

Maroa Public Library District
Application For Employment

We are an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

| | | | | |
|---|---------------|---|-------|-----|
| Address | | City | State | Zip |
| Phone Number | Mobile Number | Email Address | | |
| Are You A U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |

Position

| | | |
|--|----------------------|-------------|
| Position You Are Applying For Student Aide | Available Start Date | Desired Pay |
| Employment Desired <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary | | |

Shift Availability

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|--------|---------|-----------|----------|--------|----------|--------|
| From | N/A | | | | | | N/A |
| To | N/A | | | | | | N/A |
| Overnight | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

Education

| School Name | Location | Years Attended | Degree Received | Major |
|-------------|----------|----------------|-----------------|-------|
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References

| Name | Title | Company | Phone |
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Employment History

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|---------------------|-------------------|-------|-----------------|
| Employer (1) | Job Title | | Dates Employed |
| Work Phone | Starting Pay Rate | | Ending Pay Rate |
| Address | City | State | Zip |
| Employer (2) | Job Title | | Dates Employed |
| Work Phone | Starting Pay Rate | | Ending Pay Rate |
| Address | City | State | Zip |
| Employer (3) | Job Title | | Dates Employed |
| Work Phone | Starting Pay Rate | | Ending Pay Rate |
| Address | City | State | Zip |
| Employer (4) | Job Title | | Dates Employed |
| Work Phone | Starting Pay Rate | | Ending Pay Rate |
| Address | City | State | Zip |
| Employer (5) | Job Title | | Dates Employed |
| Work Phone | Starting Pay Rate | | Ending Pay Rate |
| Address | City | State | Zip |

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

| | |
|---------------------|-----------|
| Name (Please Print) | Signature |
| Date | |