

1-4-2015

Weekend Assistant, Part Time

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Official University Job Title: Staff Assistant, Part Time

Library Title: Weekend Assistant, Part Time

Description: (paragraph)

The weekend crew provides all customary services at the Checkout Desk; ensures the security of the building after 6pm on Fridays and all day Saturdays; shelves books and periodicals and stores items in ARC; reads book shelves and audits ARC bins and does other special projects tasks as assigned by supervisor, department head, or administration. Normally works 24 hours on the weekends and 6 hours during the week.

Duties: (list)

- *Provides courteous and accurate services at the checkout desk
- *Maintains security of the building after 6pm on Fridays and all day Saturday and closes and locks building both nights
- *Shelves books, periodicals and microfilm and reads shelves to maintain good order
- *Loads materials in ARC and audits ARC bins
- *Special assignments and projects including making end labels and shifting materials

Essential Duties & Responsibilities:

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
Provides courteous service at the Checkout Desk including checking out materials, giving change, assisting community patrons with printing, assisting patrons with disabilities and retrieving materials from ARC.	40%
Provides secure environment after 6pm on Fridays and all day Saturday; walks floors and counts patrons at designated times; assists with closing and locking the building Friday and Saturday nights. Calls Public Safety as needed.	10%
Shelves books, periodicals and microfilm and reads shelves to maintain good order.	20%
Loads materials in ARC and does routing ARC maintenance such as auditing bins.	20%
Special assignments may include making end labels; shifting materials; other duties as assigned.	10%

