Circulation Student Assistant

**Job Function**

This position is the primary point of contact for the Law Library during evenings and on weekends. This positon is a part time 20 hour/week position and is under the supervision of the Operations Manager.

The first priority of all members of the Law Library team is to serve the law Library and Law School’s faculty, students and other customers. This job description sets the minimum standards and team members will perform whatever tasks are assigned by supervisor(s) with the goal of first class customer service. Team members will be readily available, visible and accessible to all faculty, students and other customers. Every effort will be made to answer inquiries and to provide proactive assistance. If unable to answer an inquiry, the team member will assure another member of the law library team provides assistance.

**Duties and Responsibilities**

* Provides excellent customer service to all patrons
* Assists patrons in finding and using library resources and materials
* Check library materials in and out to patrons
* Re-shelve library materials
* Maintains library shelves and resources
* Performs other duties as assigned

**Supervision Received**

This position reports to the Operations Manager.

**Minimum Qualifications**

Excellent interpersonal communication skills

Excellent customer service skills

Ability to work independently and as part of a team

Excellent time management skills

Service orientation

**Preferred Qualifications**

Library experience

Knowledge of the Library of Congress catalog system