| Date | Position # | Position Title  |
| --- | --- | --- |
| 7/17/2024 | SSLIBA | Library Student Assistant  |

| Division | Department | Pay Table/Level/Grade | Reports To: |
| --- | --- | --- | --- |
| Academic Affairs | Library | Level 1 | FA9905 |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[ ]  | **Bargaining Unit:** Choose an item. | **Non-Bargaining:** [x]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [x] Up to 25 Hrs/Week | **Pooled Position:** [x]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| Library Student Assistants work autonomously within a team environment to perform day-to-day library circulation operations and assists in the maintenance of library collections. Retrieves, shelves, processes and checks in library materials. Provides clerical assistance in the library department office. Supports library staff in providing excellent customer service and access to library materials and resources. Provides hybrid meeting support through general technical guidance and troubleshooting. Assist with library outreach initiatives across LCC campuses.  |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| None |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 25 | 1 | Retrieves and shelves library materials. Maintains the organization of library collections by shelf-reading, shelf-shifting, and cleaning.  |
| 25 | 2 | Performs routine clerical tasks in the department office. Answers telephones, greets visitors and refers patrons to appropriate departments. Accesses student library records while maintaining confidentiality. Provide general technical guidance to faculty and staff in hybrid meeting settings including tier 1 technical support including troubleshooting and resolving first order issues with equipment/software, assisting with room set up, and serving in a hybrid meeting support role upon request through library reservation software.   |
| 15 | 3 | Supports circulation and technical services staff in processing and mending library materials. Assists in the maintenance and processing of library course reserve collections. Develops and applies working knowledge about the organization and care of library materials. |
| 15 | 4 | Executes routine library circulation functions. Checks materials in and out. Learns and applies library procedures and regulations.  |
| 10 | 5 | Supports library staff in providing excellent patron service and an atmosphere conducive to learning. Assist with outreach and communications events and special projects at LCC campuses. Participate in required staff meetings, training, or professional development opportunities as assigned. Assist with laptop checkout and check in processes.  |
| 5 | 6 | Supports daily library department office operations such as opening and closing.  |
| 5 | 7 | Serve as back up for Student Library Technology Resources Support as needed.  |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| Ability to perform tasks accurately and with a close attention to detailAbility to apply problem-solving and organizational skills independentlyAbility to learn and utilize software, technology systems and toolsAbility to work independently and as part of a teamAbility to learn and utilize standard office equipment such as printers, copiers, fax machines and phonesFamiliarity with standard office software such as Microsoft OfficeAbility to interact positively with othersAbility to maintain confidentialityCommitment to diversity and inclusion |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required**Actively pursuing an Associate’s Degree or undergraduate degree at LCC. Enrolled in 6 credits for a grade for fall and spring semester. 3 credits during summer semester. Familiarity with basic computer systems and software. **Preferred**Customer service experience |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

 ** 7/17/2024**

**Supervisor’s Name:** McKenzie Firstbrook **Supervisor’s Signature:** \_\_McKenzie Firstbrook **Date:** \_7/17/2024\_\_\_\_\_\_\_\_\_\_

**Dean/ELT’s Name:** Sally Welch **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_\_7/17/2024\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** SSLIBA **Date:** **7/16/2024 Supervisor’s Position #:** FA9905

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[ ]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[ ]  Comparing (compare/contrast data, people, other data)

[ ]  Synthesizing (combine data, concepts, interpretations)

[ ]  Computing (math calculations or carrying out formula operations)

[ ]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[ ]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[ ]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[ ]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[x]  Kneeling

[x]  Reaching

[ ]  Balancing

[x]  Crouching

[x]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[x]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[x]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises