



Federal Work-Study (FWS) Job Description

Department: Library

Position Title: Student Worker

Supervisor: Christina Faulkner

Position Summary

Assist the Library in providing quality services to students, faculty, staff, and community members by supporting daily library operations. Responsibilities include assisting with circulation, organizing library materials, maintaining accurate shelving, supporting interlibrary loan processes, and providing basic technology and information literacy assistance. This position offers valuable experience in customer service, organization, information management, and library operations while contributing to a welcoming and resourceful learning environment.

Essential Duties and Responsibilities

- Check library materials in and out.
- Perform shelf reading and organize materials using the Library of Congress classification system.
- Retrieve and process interlibrary loan shipments and returned materials.
- Assist patrons with basic computer and information literacy questions.
- Perform shelf checks for overdue materials and other assigned library tasks.

Required Qualifications

- Federal Work-Study eligibility
- Enrolled SCC student
- Ability to maintain confidentiality (FERPA, if applicable)
- Reliable attendance and professionalism

Preferred Qualifications

- Ability to learn and apply the Library of Congress classification system.
- Strong organizational and attention-to-detail skills.
- Effective communication and customer service skills.
- Ability to maintain accuracy while handling library materials.
- Basic computer proficiency and willingness to assist others with technology.

Knowledge, Skills, and Abilities

- Effective verbal and written communication.
- Strong organizational and time management skills.
- Ability to work collaboratively with students and staff.
- Ability to maintain professionalism and confidentiality.
- Basic computer and office equipment proficiency.



Working Conditions

Work is performed primarily in a quiet library environment. Duties involve standing, walking, bending, reaching, and lifting or carrying library materials weighing up to 25 pounds. The position requires frequent interaction with students, faculty, staff, and community members, as well as the use of computers, library equipment, and standard office equipment.

Work Schedule

Schedule determined around the student's class schedule.
A minimum of 10 hours per week availability is requested.

Learning Outcomes

- Develop strong customer service and interpersonal communication skills.
- Gain experience with library operations and information organization.
- Learn the Library of Congress classification system and circulation procedures.
- Strengthen attention to detail, accuracy, and organizational skills.
- Build confidence assisting students with research, technology, and information literacy.

Acknowledgment

Students are expected to comply with all Shawnee Community College policies, maintain satisfactory academic progress, and perform assigned duties in a professional manner.