

UW-Waukesha Library Student Assistant

Student library assistants generally work 6 – 12 hours/week. Work hours are scheduled around classes and any other work or personal commitments. Student work schedules may include evening and weekend hours. Scheduled hours are effective for the entire semester, with special hours arranged during exam periods and holidays.

Primary responsibilities of UW-Waukesha Library student assistants include:

- Checking in/out of library materials, including reserve material, at the Circulation Desk
- Providing directions for patrons and referring reference questions to staff librarians
- Answering and transferring phone calls
- Checking in and processing magazines and newspapers
- Shelving books, magazines, and other library materials
- Light cleaning of library study areas, including vacuuming, wiping off tables, and emptying trash containers
- Special independent projects as assigned by library staff

Special skills and qualifications:

All positions require some familiarity with computers, computer software, and office equipment such as copiers and printers. Excellent verbal and written communication skills are required. Student assistants must be able to follow detailed instructions and complete tasks assigned to them. Students working evening or weekend hours must be able to work without supervision.

Starting wage for student assistants is currently \$8.50/hour.