**Established Job Description**

**Title of Position:** Library Assistant

**Division/Department:** Student Services

**Job Duties**

* Basic office support including turning on and loading paper into photocopiers and printers, unlocking cabinet drawer for change,
* General clean up and tidy of the periodical area, quiet study area and other open library spaces
* Shelving books, periodicals, journals, magazines, pamphlets, law reports and other general library resources
* Organizing the ‘special reserve’ shelf and general circulation area
* Assists with coverage of the Circulation Desk by signing books in/out and renewing books using the automated system and clearing the Book Return box, makes change for photocopiers
* Complete the ‘shelf read’ process for assigned areas of the library to ensure books are shelved in the correct order
* Records student contact information for inter-Library and inter-Campus requests and forwards to the library staff for follow up
* Records library usage statistics, as required (e.g. gate count; hourly head count)
* Telephone reception for the direct library line

**Qualifications**

* Grade-12 secondary school diploma (or equivalent); current Fleming College student
* Prior experience in a customer service environment
* Proficiency in a technology-based environment
* Good organizational skills and demonstrated attention to detail
* General knowledge of library systems and procedures
* Good oral communication, interpersonal and team skills
* Genuine interest in helping other students
* Ability to exercise sound judgment
* Ability to work with minimal supervision

**Additional Information ie special equipment or travel**