

FEDERAL WORK-STUDY

LIBRARY

This is a part-time, Federal Work-Study position that reports to the Manager, Learning Resource Center and is located on the main JWCC campus in Quincy, Illinois.

POSITION DESCRIPTION/DUTIES

This position will assist in a variety of library tasks such as shelving books, circulation and technology assistance. Duties include:

- Charging, discharging, and renewing material
- Customer service, including but not limited to answering the telephone, assisting patrons, answering various directional and technical questions
- Shelving materials and shelf reading as required
- Assist patrons with basic technology questions
- Assist in maintaining the appearance of the library; keeping it neat and orderly
- Maintenance of paper supply for printers and copiers
- Other projects and duties as assigned

QUALIFICATIONS

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. Ability to work independently, minimal technology skills, including knowledge of Microsoft Office, and a friendly attitude with excellent communication skills

SALARY

IL minimum wage

APPLICATION

Students who are interested in this position will need to complete a Federal Work-Study application. Please select “Library” to apply for this specific role. Once eligibility is approved, your application will be forwarded on to the department supervisor.

Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.