



Blakesburg Public Library
407 S. Wilson, P.O. Box 87
Blakesburg, IA 52536

Student Library Assistant Job Description

General Duties: Work with library team, assisting in daily operations of the Blakesburg Public Library, with an emphasis on literacy and children's programs.

Education: Must be high school graduate or equivalent; additional training preferred but not required.

Qualifications/Special Skills: Experience in a customer service role, basic computer literacy including ability to use Office and Google Docs and social media applications, strong organizational skills, attention to detail, exceptional interpersonal skills, excellent written and verbal communication skills.

Physical Requirements: Ability to bend, stoop, crouch, kneel, stand, and sit for prolonged periods of time at a desk or computer workstation; extend arms above the shoulder to reach and retrieve books and materials from shelves; grasp books and materials; lift materials and supplies which may weigh up to 25 pounds; use telephone and computer keyboard and mouse; see in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

Working Conditions: Work is performed indoors in an air-conditioned office environment with fluorescent lighting and moderate noise level. There is some exposure to outside conditions when checking book returns, opening and closing the library, possibility of shoveling snow. There may be numerous interruptions to work to assist patrons, answer phones, etc.

Days/Hours Needed: Monday-Saturday. Successful candidate will train with library staff and be able to fill in for staff during unplanned absences. The library hours fluctuate depending on the time of year, but generally include evening and weekend hours.

Specific Job Duties:

1. Assist patrons in using library services and resources.
2. Check materials in and out for patrons.
3. Shelf returned items.
4. Process magazines for collection.
5. Provide research and reference assistance.
6. Assist elementary, junior high and high school students with homework (helping locate sources or use homework helper programs/databases).
7. Read to/with students who need assistance during Saturday morning story time, and after school during homework help hours.
8. Assist library staff in maintaining accurate library statistics.

9. Provide computer/information technology assistance.
10. General housekeeping duties (dusting, sweeping, etc.).
11. Other duties as may be assigned.

Pay: Pay based on Federal Work Study program and wages set by college.

Direct Supervisor: Library Director or Library Assistant.

Recruitment: The library seeks to employ the most competent student employees through the Federal Work Study program in partnership with Indian Hills Community College. The College will pay the students' wages. Student can work up to 20 hours per week. Vacancy notice will be posted.

Student Assistant Selection Procedure:

- A. Selection is based on personality and aptitude. Library employees' family members are not eligible for employment within the library.
- B. Applicants are expected to complete an application form. Forms will be retained for two quarters.
- C. Placement: Student assistants are hired on a term-by-term basis. All appointments are made by the Library Director.
- D. Evaluation: All student assistants will be evaluated periodically.
- E. Terminations: Student assistants can be terminated at any point during the term.

The City of Blakesburg and the Blakesburg Public Library are equal employment opportunity employers. Employment with the library will be available to all applicants regardless of race, color, national origin, gender, disability, religion, creed, socio-economic status and sexual orientation.