

**Work-study Job Description Form
University of the Incarnate Word**

Department: Library

Location: School of Physical Therapy Library, Saidoff Campus at Guilbeau and Tezel in San Antonio

Supervisor: Dell Davis

Supervisor Phone: 210.829.6054

Supervisor E-mail: dmdavis@uiwtx.edu

Job Title: Library Assistant,

Hourly Pay Rate (cannot be updated mid-year): 9.50

How is the pay rate determined? (check all that apply)

Experience Grade Level Other:

Purpose/Role of the position:

Assist physical therapy librarian with circulation and with daily operations of that library between the hours on Noon - 2pm, Monday - Thursday. Help maintain printers/scanners, assist students and faculty with using the library to locate resources, other duties as assigned

General Length of FWS Agreement: Annual basis Semester basis

Job Description and General Duties:

Circulation: Check books, av and equipment out to students and faculty. Check items back in to the library after inspection

Shelving: Place items in call number order and reshelv. Perform assigned shelf-reading activities as needed

Library Computer Lab: Troubleshoot problems with printers, add toner, add paper, help students and faculty print, answer basic Microsoft Office questions

Information: Answer basic information questions and refer research questions to the circulation supervisor or a librarian

Special Projects: Assist with special library projects as needed

To apply, go to this web address: http://www.uiw.edu/library/about_us/workstudy_application.html

Special Skills:

Excellent interpersonal communication skills

Ability to troubleshoot printers

Basic knowledge of Microsoft Office software

Basic understanding of libraries

Should be able to lift 30lbs and push book carts weighing more than 100lbs without assistance

Should be able to bend and stand on stools to reshelv materials

Community Service- Does this position perform any job duties that support the creation or execution of community service opportunities and/or events? – YES NO

Supervisors: Please indicate if employee will be required to lift, stand for extended periods of time, wear closed shoes, uniforms, protective eyewear, etc.