

Chabot College Student Assistant Job Description

Division, Department:

**Language Arts – Library
Circulation/AV/ComputerLab**

CONTACT PERSON: Heather Hernandez **PHONE:**
SUPERVISOR (if different): **ADMINISTRATOR:** Marcia Corcoran
POSITION TITLE: Student Assistant I **BUILDING / ROOM:** 100 /105

PURPOSE:

To provide the student work experience in general clerical assistance to classified, certificated and administrative staff in a Library environment. This position will expose the student to vary responsibilities of the operations and maintenance of a Library, serving both campus and community.

POSITION REQUIREMENTS:

Example: attention to detail, demonstrates proficiency with Microsoft Office software (Word, Excel); good organizational skills, etc.

1. Ability to perform basic office support functions such as filing, use of copy machines
2. Demonstrate proficiency with Microsoft Office software (Word, Excel and PowerPoint)
3. Attention to detail for accuracy
4. Good organizational skills
5. Promptness and dependability a must
6. A calm and even temperament is indispensable; good "people skills"
7. Able to work independently with minimal supervision

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DUTIES:

Student employee (including FWS) may not perform or replace the work of a classified employee, but could provide general support to gain employment experience and the opportunity for mentoring.

1. Sorting and re-shelving returned materials (books, magazines, pamphlets, Reserves, and microfilm)
2. Checks materials in and out from the circulating collection as well as from Reserves
3. Registers new patrons and edits patron records
4. Collects fines
5. Answers the telephone, directing calls to the proper staff member or taking messages
6. Answering patrons' directional and policy (not reference) questions
7. Assists patrons in use of photocopiers, microfilm and microfiche reader/printer
8. Assists in opening and/or closing procedures of library
9. Works on special projects and other duties as assigned

STUDENT ASSISTANT PAY RATE:

Category: **B** *See Student Assistant Pay Category and Rate Schedule, Board-approved 12/19/15 & effective 1/1/16.*

Rate: \$10.50 *an hour*

LENGTH OF POSITION:

Semester based on available funds and student's financial / Academic eligibility.

It is a Federal requirement that any student working as a Federal Work Study employee have a written job description for their position. Per federal regulations, "each FWS position should have a job description that includes name and department of employer, supervisor, purpose of student's job, duties and responsibilities, job qualifications, wage rate or range, and length of student's employment (beginning and end dates). FSA 2006-07, Volume 6, Chapter 1, page 6.21