

# **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Periodicals Student Assistant

**DEPARTMENT:** Library

**DATE:** August 2017

**SCHEDULE:** Flexible during the hours of Monday-Friday, 8am-5pm

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:** Technical Services Coordinator

## **JOB FUNCTION:**

Under the supervision of the Technical Services Coordinator process new incoming periodicals and newspapers, maintain check-in data on computer, perform processing, sorting and handling of all newspapers, periodicals, and files and assist in the preparation of bindery.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<b>Percentage of Time</b>	<b>Frequency</b>	<b>Description</b>
1.	20%	Ongoing	Prepares all incoming periodicals and newspapers for processing into the online catalog.
2.	25%	Ongoing	Verifies date, volume and issue information on periodicals and newspapers and enters information into the library's online check-in system.
3.	15%	Ongoing	Shelves processed periodicals and newspapers in the current periodical section.
4.	10%	Ongoing	Prepares periodical boxes and types labels using electronic label maker.
5.	10%	Ongoing	Enters information for boxed and bound periodicals into the library's online cataloging system.
6.	5%	Ongoing	Maintains check-in information on periodical issues in order to claim issues that have not been received.
7.	7%	Ongoing	Retrieves, files, shelves materials as needed, searches for missing issues and maintains the shelved periodicals and newspaper collections.
8.	6%	Monthly	Prepares periodicals for bindery and checks in returned bindery items.
9.	2%	Occasionally	Flexible to perform other duties as needed.

## **MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to understand and follow through with job tasks as assigned.
2. Ability to work independently and to prioritize workload.
3. Working knowledge of word processing, spreadsheet, and database software.
4. Ability to accurately enter data on a computer in order to check-in periodicals and maintain data.
5. Ability to understand filing procedures to maintain all files accurately.
6. Ability to pay attention to detail in order to ensure files, data, and materials are handled correctly.
7. Ability to retrieve, file, and reshelve materials in order to accurately maintain records.
8. Ability to relate easily to people in order to effectively communicate with faculty, staff and students.
9. Ability to use the telephone in order to answer the phone, record messages, and transfer calls.
10. Ability to accurately type in order to enter information correctly on labels.
11. Ability to operate a hand truck in order to move boxes/materials as needed.
12. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
13. Must have completed a FAFSA form (Financial Aid) for the current academic year.

***PHYSICAL REQUIREMENTS:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

***WORK CONDITIONS:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.