

## Job Description for Temporary, Casual or Interim Positions

|                                      |                                |                  |           |
|--------------------------------------|--------------------------------|------------------|-----------|
| <b>Job Title</b>                     | Student Library Assistant – 1B |                  |           |
| <b>Interim Job Code</b>              | INT045                         | <b>Pay Grid</b>  | Temporary |
| <b>Student Work Program Job Code</b> | WPS045                         | <b>Pay Grade</b> | Level 1   |

### Job Summary

Provide customer service to library patrons and instructional staff. Work is performed under close supervision in accordance with established procedures.

### Accountabilities

1. Answer routine inquiries and provide general information for locating collections and services.
2. Troubleshoot technical issues relating to Campus Classroom Technologies and redirects, as appropriate, to full time staff.
3. Provide onsite assistance to instructors to resolve basic equipment issues.

### Qualifications

**Education:** High school diploma or equivalent.

**Experience:** Library and/or customer service experience would be an asset

### Working Conditions

- Works under close supervision