



## Position Vacancy

Job Title: Library Student Worker  
Reports to: Student Worker Supervisor

### Job Purpose:

Library student workers will provide excellent customer service to our campus community and local patrons while gaining valuable work experience that can be applied to future careers. Student workers will be split into one of three “teams”: outreach, peer educators, and ambassadors.\* All students will be expected to meet with their direct supervisor weekly and with their team biweekly.

### Duties and Responsibilities:

#### Outreach—

- Actively manage and post Library social media content
- Actively promote and inform the public about library services, spaces, and resources
- Plan, market, and execute one large library event per semester
- Plan and create displays for the large display cases (to be used as needed) and monthly book displays
- Orally express creative and informed ideas in discussion settings; actively listen, interpret, and evaluate the creative and informed ideas expressed by others

#### Ambassadors—

- Attend SGA meetings, Welcome Week, Campus Visit days, and SOAR days as assigned
- Manage scheduling for library display cases
- Actively promote and inform student groups about library services, spaces, and resources
- Orally express creative and informed ideas in discussion settings; actively listen, interpret, and evaluate the creative and informed ideas expressed by others
- Assist the Library Outreach Team in the development and implementation of various events and programs
- Provide library with student feedback regarding improvement/development of services, spaces, and resources.

#### Peer Educators—

- Provide reference services both in-person and online.
- Locate information from a variety of sources using library systems and internet searches
- Critically evaluate perspectives and information from a variety of written sources
- Orally express creative and informed ideas in discussion settings; actively listen, interpret, and evaluate the creative and informed ideas expressed by others
- Attend and pass trainings on Known-Item Searching, Basic Searching Skills, and Advanced Searching and Reference Interview

\*while we cannot guarantee you will be placed on your chosen team, think about which role sounds most interesting to you!

### Required Knowledge, Skills, and Availability:

- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules
- Ability to work within a team-environment and independently
- Ability to organize work for efficient use of time
- Ability to initiate, organize, and follow through on programs, services, and projects

During the academic semester the library is open six days a week, Monday – Thursday 7:30am—10pm, Friday 7:30am—5pm, Saturday 1pm—5pm, and Sunday 2pm—10pm. Library student workers are scheduled according to the coverage needs and schedule availability.

### How to Apply:

Please send a copy of your resume to Amanda Phelps, Library Technician, at [aphelps@paulsmiths.edu](mailto:aphelps@paulsmiths.edu)