

Library Student Worker

As a member of the Blessing Health Professions Library staff, you play an important role in the life and work of Blessing-Rieman College of Nursing and Health Sciences (BRCN) and Blessing Health System. As with any job, you are expected to fulfill certain requirements to retain it. The Blessing Health Professions Library is under no obligation to keep in its employment any student who does not fulfill his or her responsibilities. The Coordinator of Library Services, and the Public Services Librarian are considered professional library staff. As professional library staff, they manage the functions and direction of the library including overseeing the duties of the student workers.

Student worker tasks include, but are not limited to:

- Assisting library staff with various projects and daily tasks
- Shelving books and other materials
- Making copies
- Laminating items
- Helping patrons at the desk
- Answering the phone
- Filling paper in the copier and printers
- Completing opening and closing duties
- Performing individually assigned duties
- Reading shelves to make sure materials are in the correct place
- Straightening up the library
- Cleaning and organizing (dusting, arranging, etc.)
- Checking supplies (staples, paper clips, etc.)
- Wiping down headphones
- Wiping down computer keyboards and mice
- Helping patrons with technology (printing, using flash drives, etc.)
- Looking up books and articles
- Using WorkFlows (circulation software)
- Helping with classroom and conference room equipment

Library hours:

Monday-Thursday: 8:00am-9:00pm

Friday: 8:00am-6:00pm

Saturday: 10:00am-5:00pm

Sunday: 12:00pm-8:00pm

The professional library staff work Monday-Friday 8:00am-5:00pm. Student workers cover other hours. Depending on shifts, student workers may have to work nights and/or weekends alone.

Scheduling shifts:

The library usually has between 6 and 12 student workers. Shifts vary each semester based on the number of student workers and their class schedules. Students who have seniority in the library choose their schedules first. Once scheduled, shifts remain the same each week for the duration of the semester. Shifts vary in length from 2 hours to 6 hours, and students usually work between 4 and 20 hours per week.

Wage:

\$13.00 per hour (no additional benefits)