



## Federal Work-Study

### Library

**Name of Position:** Student Office Assistant – Library Circulation Assistant (*Between the Daytime Hours of 8:00 a.m.-4:00 p.m.*)

**Number of positions available for this posting:** 1

**Pay Grade and Classification:** Grade II - \$10.50/hour

**Hours per week:** 15-20

**Terms of Employment:** Fall, Spring, Summer

**Name and Address of Employer:**

Jackson State Community College  
Library  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

Ruth Slagle  
(731) 424-3520 ext. 50572  
rslagle@jsgcc.edu

**Location of Job Placement:**

JSCC Library – Main Campus

**Purpose and Role of the Position:**

- This position is *daytime only*. It provides basic support for the librarians, staff, and students.

**Duties and Responsibilities:**

- Maintaining circulation and the circulation desk including replacing printers with paper, logging reference transactions, and answering the phone and transferring calls
- Returning of books and reference materials to the shelves
- Reading the shelves as assigned
- Checking books, laptops, and other library materials in and out
- Assisting students over the phone and in-person
- Referring in-depth research requests to librarians

- Helping with the book displays i.e. putting to together or taking a part
- Other duties as assigned

**Qualifications:**

- Strong reading comprehension skills
- Excellent organizational skills
- Basic computer skills
- Good verbal communication skills to speak with students, and advise them on how to use the library system