

# Library Services Student Worker

## Job Description

The library services student worker provides courteous customer service to patrons and supports library staff in providing library services.

Regular duties include:

- Monitoring the computer lab and assisting patrons with printing.
- Assisting patrons with computer and software use (Microsoft products, D2L, Banner, internet browsers), including basic troubleshooting.
- Staffing the circulation desk and providing basic customer service, including answering in-person questions and phone calls.
- Checking library materials in and out.
- Shelving library materials, and shelf maintenance.
- Completing special projects and other tasks as assigned.

## Work Hours

Hours vary and will be assigned around your class schedule. Availability during lunch hours, evenings, and Sundays is preferred. Schedule is based on library staffing needs with student availability taken into consideration. The library is open Monday & Tuesday: 8 AM – 6 PM; Wednesday & Thursday: 8 AM – 7 PM; Friday: 8 AM – 5 PM; & Sunday: 12 – 4 PM.

## Qualifications

Must be a current Great Falls College Montana State University student enrolled in a minimum of 6-credits per semester during the Fall and Spring. Work study eligibility preferred. Other qualifications include:

- A positive attitude,
- Attention to detail,
- Reliability,
- Customer service skills,
- Basic computer skills,
- Ability to work well with others,
- the ability to lift and carry books, or to push up to 50 pounds when moving books on a cart.

For questions about position requirements, please contact the library. [Applications for student employment](#) should be emailed to the library for consideration.

406-771-4398

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