

Work Study Job Description

Job Title	Library Assistant
Organization Name	Bellevue College
Job Location	Bellevue
Address	3000 Landerholm Circle SE Bellevue WA 98007
Pay Rate	\$\$12 - \$\$12
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Xinhang Hu
Phone Number	425-564-2251
Email Address	xhu@bellevuecollege.edu
Website	http://bellevuecollege.edu/lmc/

Nature of Organization

Library Media Center

Duties and Responsibilities

Assist library users with quick information and routine questions on general subjects. Explain library policies and procedures to library users.

Perform circulation procedures using Voyager automated circulation system including charging and discharging materials, placing holds, collecting overdue fines, and updating patron records.

Perform opening or closing procedures including handling petty cash.

Minimum Qualifications

- Ability to read and communicate effectively with others in English
- Ability to learn the Library of Congress Classification System
- Ability to file alphabetically and numerically
- Ability to use a computer workstation and to learn automated circulation system
- Ability to push and pull a standard size library truck
- Ability to carry and move a pile of books and magazines that could weigh up to 25 pounds

Educational Benefits

Students will obtain library knowledge, customer service experience, computer skills, and communication skills.

How to Apply

Contact Circulation Manager Xinhang Hu at 425-564-2251 or xhu@bellevuecollege.edu

Job Number: 60BECO15 | Category: Office & Administrative | Program: State | Reimbursement Rate: 60%