



Student Employment Job Description Form

INSTRUCTIONS: All on-campus student employment vacancies must be listed with the Enterprise Resource Center before eligible students can be referred for interviews with you. Use this form to post a new job; keep a copy and send form to the ERC. Once a job is on file, call x4310, x4104 or email foresterjobs@huntington.edu to report a vacancy for that same job or to cancel a job posting.

<i>Submission Date:</i> 07/29/2021			
Job Title:	Library Student Assistant	Department:	RichLyn Library
Contact Person:	Noelle Keller	Title:	Library Director
Email:	nkeller@huntington.edu	Phone:	260.359.4063
Federal Work-Study Only	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Number of Positions:	4-6
Start Date:	8/30/21	End Date:	
Hours Per Week (10-15 max)	5-15 10 on average	Specific Days/Times (if any)	
Wage Rate:	\$7.25 _____	Application deadline:	
Describe the essential functions and duties:	Assist the librarians in serving the HU community, primarily at the library service desk.	<input type="checkbox"/> Microsoft Word	
Required Qualifications:	Ability to work independently and as a team member, organizational skills, and comfortable with technology.	<input type="checkbox"/> _____	
Preferred Qualifications:	Library and/or customer service experience		
Professional Competencies: These skills are the top personal qualities and skills sought by employers. Please check all skills student employees will develop through this position. Please add additional skills appropriate for your area.	<input checked="" type="checkbox"/> Ability to work in a team structure. <input checked="" type="checkbox"/> Ability to make decisions and solve problems. <input checked="" type="checkbox"/> Ability to plan, organize and prioritize work. <input type="checkbox"/> Ability to verbally communicate with persons inside and outside the organization. <input checked="" type="checkbox"/> Ability to obtain and process information. <input type="checkbox"/> Ability to analyze quantitative data. <input type="checkbox"/> Ability to create and/or edit written reports. <input type="checkbox"/> Ability to sell or influence others. <input type="checkbox"/> Proficiency with computer software programs, <i>please list</i> _____ <input type="checkbox"/> Additional professional competencies: _____	Appropriate Dress:	<input type="checkbox"/> Business casual (khakis) <input type="checkbox"/> Collared shirt <input type="checkbox"/> HU collared shirt <input checked="" type="checkbox"/> T-Shirt <input type="checkbox"/> HU T-Shirt <input checked="" type="checkbox"/> Jeans <input type="checkbox"/> Khakis <input type="checkbox"/> Business professional (dress slacks) <input type="checkbox"/> Athletic attire (HU) <input type="checkbox"/> _____
Student Contact Procedure (mark all that apply)	<input type="checkbox"/> Call <input checked="" type="checkbox"/> Stop In (Location) <u>Library</u> <input checked="" type="checkbox"/> Submit resume <input type="checkbox"/> Email _____		
Approved By:	Noelle Keller - nkeller@huntington.edu	Date:	7/29/21