**Archives and Records Center**

**Office Assistant**
Duties include basic data entry, file organization, and basic reception work such as answering telephones, preparing photocopies, and typing. Good communication skills and the ability to work with others is necessary. All majors are welcome to apply.

**Processing Assistant**
These individuals help organize, sort, and inventory records and artifacts related to the history of East Carolina University. Opportunities for participation in campus events and exhibits are often available. Additional duties may include data entry and reception work. Flexible work schedules are available and training is provided. All majors are welcome to apply.

**Circulation/Reserves**

**Desk Assistant:** Student employees are responsible for checking materials in and out of the library, answering the service desk telephones, shelving and maintaining smaller collections such as popular reading and DVDs. Students will also check book drops, retrieve and re-shelve reserve items, answer general questions such as library hours, library cards, location of specific collections, loan periods, renewals, room reservations, accessibility room, etc. and cleaning duties will be assigned to include cleaning shelves, tables and computer workstations throughout the library. This position serves as one of the main points of interaction in the library so excellent customer service skills and quick thinking are a must. We are open 24 hours Sunday – Thursday and until 9pm on Friday and Saturday so hours are flexible.

**Stacks Assistant:** Student employees are responsible for assisting in the maintenance of the library collection by shelving, shifting, and straightening library materials, reading library shelves to maintain correct call number order, dusting book shelves, and pulling damaged materials encountered when working in stacks. Students will also pull incorrectly shelved materials encountered when working in stacks and books left behind by patrons, using computers to check in library materials for in-house use statistics, assisting patrons in using compact shelving, locating materials in stacks as well as cleaning tables and computer workstations throughout the library. This position requires the ability to perform detailed and accurate work. The workdays available are Monday–Friday from 8am-9pm. Weekends are not available to work, but may be permitted only when projects need to be completed by deadlines.

**Digital Collections**

**Digitization Assistant:** Responsibilities may include digitizing and processing images, text, audio, and videos for online display; creating or updating database records; quality checking and basic proofreading. Examples of the department’s work can be found at http://digital.lib.ecu.edu/. Basic computer skills and attention to detail are required. Good English skills are preferred for text and database work. Experience with Photoshop, Microsoft Excel, DSLR cameras, HTML, and networking are a plus. Scanning, database, and OCR software training will be provided.

Available Hours: Mon.-Fri. 9:00 a.m. – 6:00 p.m. Student must have been awarded work-study for the 2014-2015 academic year.

**Available Hours:** Mon.-Fri. 9:00 a.m. – 6:00 p.m.

**Interlibrary Loan**

**Student Assistant:** We are looking for motivated students who pay close attention to detail and are willing to perform a variety of tasks. The ability to adapt to changing situations and prioritize is also important. Typical duties include finding and pulling items from the stacks, scanning passages from books and journals, packaging items to be shipped, using specialized ILL software to process requests from libraries around the world, and working on staff-assigned projects (usually data entry). Undergraduates start at $8/hour; pay will increase if the student remains employed at Joyner Library for two or more consecutive semesters (not including summer).

**Available Hours:** Mon.-Fri. 8:00 a.m.-5:00 p.m.

**Acquisitions**

**Acquisitions & Collection Development Assistant:** Student employees are responsible for carrying out responsibilities in support of the operations of the following library departments: Collection Development, Electronic & Continuing Resources Acquisitions, and Monographic Acquisitions. General duties may include the routine physical processing of library materials (such as books and journals), including: unpacking, sorting, shelving, and preparing materials for bindery shipments. General duties may also include using the library’s computer systems to create and maintain records regarding library collections. Other duties may be assigned.

**Hours:** Monday-Friday, 8:00 am to 5:00pm
Music Library

Student Assistant: Student assistants will often be the customer service face at the Music Library circulation. Duties at the desk include providing directional assistance, checking-out library materials, and other clerical duties (answering phones, data entry, filing, etc.). Student assistants also assist library staff in variety of tasks based on aptitude and longevity. While a music background is a bonus, we will train you in all required skills.

Available Hours: Mon.-Thu. 8:00 a.m.-10 p.m.; Fri. 8:00 a.m.-5:00 p.m.; Sat. 1:00 p.m.-5:00 p.m.; Sun. 1:00 p.m.-10:00 p.m.

Preservation and Conservation

Preservation Assistant: Duties include performing basic repair on library materials to include pamphlet binding and assisting with the binding process; repair, treatment, and binding of library materials; performing paper treatment; repairing damaged books; and making pockets for loose materials. Requirements include superior manual dexterity and an affinity for work that requires developing craft skills to a high degree.

Available Hours: Mon.-Fri. 8:00 a.m. – 5:00 p.m.

Research & Instructional Services

Student Assistant: Duties include shelving books, processing departmental mail, shelf reading, making copies, checking title lists and book review sources against current library holdings, updating materials in various loose-leaf publications, checking web links, distributing recyclable materials to appropriate containers, and performing other duties as assigned. Attention to detail is a must. Experience with Microsoft Office applications is preferred.

Administration

We are looking for students who are motivated and responsible workers for our Office Reception area. Duties include but are not limited to answering questions regarding who is in/out of the office, answering and routing phone calls and greeting, and referring visitors (patrons, faculty, staff, etc.) to appropriate areas in Joyner Library. Duties also include scheduling conference rooms, office supplies distribution and inventory, providing forms requested by library faculty and staff and assist Administrative Services with various tasks (spreadsheets, reports, records, mailings, etc.). Experience with Microsoft Word, and Excel spreadsheets is needed; General duties also include sorting materials for US mail and internal & external campus mail, running campus errands using University vehicles, filing, faxing, photocopying, typing and occasional in-house errands.

Hours: Monday-Friday, 8:00 am to 5:00 pm

Manuscripts and Rare Books Collection

Conservation Lab Assistant: Student is responsible for organizing, sorting, and cleaning original documents and photographs; identifying, listing, cross-referencing and filing documents and photographs; and assisting the conservationist in special projects. Ability to pay attention to detail is required. Experience is not necessary. Training will be provided.

Desk Assistant: Looking for a person who is outgoing and who enjoys interacting with patrons. Duties include overseeing the lobby reception desk, data entry, photocopying, and other general departmental responsibilities. Good communication skills, ability to work well with others and basic office and computer skills are required.

Processing Assistant: This person will enhance their computer skills by inputting data and learning good organizational skills by the physical processing and description of materials. Duties also include general office work. The person should have the ability to pay attention to detail and to carry at least a thirty pound box.

Teaching Resources Center

The TRC is seeking students who have exceptional customer service skills, are positive and flexible, who are able to work independently as well as with others, and who are detail-oriented. Education majors are highly encouraged to apply.

Student Assistant: Duties include: working at the TRC service desk; assisting library customers by answering informational and directional questions; locating materials; searching the library’s online catalog; shelving, shifting and straightening curriculum materials; reading the curriculum shelves to maintain correct call number order; assisting customers with the use of equipment in the ETC room; processing materials; working with Microsoft Excel, Word and Publisher; and other projects as assigned.

Hours: Various, including evenings and weekends.
Cataloging

Cataloging Assistant: Duties include assisting catalogers in general database maintenance, adding item records, editing records, assisting with special projects, and processing materials.

Available Hours: Mon.-Fri. 8:00 a.m. – 5:00 pm

Reference

Student Assistant: Duties include shelving books, processing departmental mail, shelf reading, making copies, checking title lists and book review sources against current library holdings, updating materials in various loose-leaf publications, checking web links, distributing recyclable materials to appropriate containers, and performing other duties as assigned. Attention to detail is a must. Experience with Microsoft Office applications is preferred.

Special Collections

Conservation Lab Assistant: Student is responsible for organizing, sorting, and cleaning original documents and photographs; identifying, listing, cross-referencing and filing documents and photographs; and assisting the conservationist in special projects. Ability to pay attention to detail is required. Experience is not necessary. Training will be provided.

Office Assistant: Duties include data entry and other computer-related projects; answering the telephone; typing; filing; photocopying; and other general office responsibilities. Good communication skills, ability to work well with others, and basic office and computer skills are required. Data entry experience is preferred.

Processing Assistant: This person will enhance their computer skills by inputting data and learning good organizational skills by the physical processing and description of materials. Duties also include general office work. The person should have the ability to pay attention to detail and to carry at least a thirty pound box.