

# Student Work-Study Opportunities

## Joyner Library, East Carolina University

### Fall 2008

Learn more about each department at <http://www.ecu.edu/cs-lib/departments/>

#### Building Operations

**Mail Assistant:** Student is responsible for sorting and delivering incoming mail, preparing outgoing mail for pick up and delivering packages and supplies. Must be able to lift boxes of 25 to 50 pounds.

*Hours: Monday-Friday, 9:30a.m. – 5:00p.m.*

**Building Assistant:** Duties include working on various projects with staff, moving and rearranging furniture, compiling surplus, assembling shelves, organizing storage space. Good communication skills, ability to work well with others. Must be able to lift up to 50 lbs.

*Available Hours: 8:00- 5:00*

#### Circulation/Reserves

**Desk Assistant:** Student will be responsible for assisting patrons at the desk; maintaining front desk area and reserve reading room; shelving in staging area; working on various projects with staff; and checking book drop. This student must be detail-oriented, motivated, and patron-oriented. Will work with pull and hold service, as needed.

**Stacks Assistant:** Student will be responsible for shelving books, shelf reading, maintaining assigned areas, and assisting patrons. This student will also help with special projects such as stacks cleaning, shifting, updating range markers, and other projects in the department. This student must be detail-oriented, motivated, and patron-oriented.

*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.

*Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m.*

#### Center for Digital Projects

**Digitization Specialist:** Responsibilities may include scanning and processing text and/or images; basic proofreading, entering information into a descriptive database and quality checking. See examples of the department's work at <http://digital.lib.ecu.edu/> Basic computer skills and attention to detail are a prerequisite. Good English skills are valuable for text and database work. Experience with Photoshop, HTML, and networking are a plus. Database (Access), OCR software, and advanced imaging training will be provided.

*Available Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m.*

#### Interlibrary Loan

**Student Assistant:** Students will perform various tasks, including: searching the online catalog and databases, retrieving materials in all media formats including (print, electronic, and microform/microfilm), searching collections for missing items, scanning and importing electronic materials, photocopying and faxing print materials, packaging outgoing material for mailing and shipping, opening and distributing incoming mail and packages, checking materials in and out using the circulation system, sorting and distributing recyclable materials, and assisting patrons. Training will be provided on using the library catalog and databases, scanning software and equipment, specialized software packages, and the different classification systems. Applicants must be detail-oriented, reliable, and hard-working.

*Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.*

#### 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.

*Hours: Various, library open until 10pm Sunday-Thursday and 5pm Friday-Saturday.*



## North Carolina Collection

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**Student Assistant:** Student is responsible for shelving books, periodicals, microforms and other materials, processing incoming newspapers/periodicals, shelf-reading and assisting patrons as necessary. Knowledge of North Carolina is preferred.

*Hours: Monday-Friday, 8:00 a.m. - 5:00 p.m.*

## Special Collections

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**Computer Assistant:** Duties include data entry and general computer-related projects. Basic computer knowledge (especially word processing) is required and data entry experience is preferred.

**Photographic/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 photographer/conservationist in special projects.

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

**Office Assistant:** Duties include answering 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.

*Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.*

**Preservation Assistant:** Duties include preparing basic repairs on library materials including pamphlet binding, 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.

*Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m*

## Systems

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**Digital Learning Center (DLC) Computer Assistant:**

Student assists patrons in basic computer applications, cleans and maintains PCs and printers, distributes recycled materials to appropriate containers, and participates in computer related projects as assigned. He/she must possess both excellent computer skills and experience using Microsoft Office applications.

*Hours: Various, including evenings and weekends*

## Teaching Resources Center

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**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; registering and issuing library cards to educators; 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.

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.

*Hours: Various, including evenings and weekends*

## Technical Services

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**Acquisitions Assistant:** General duties include sorting materials for US mail and internal & external campus mail, filing, faxing, photocopying, typing, and occasional in-house errands. Serials duties include shelving current periodicals, assembling complete volumes of issues for binding, processing bound volumes, and other library materials, packing bindery shipments, checking in journals and editing serial records. Monograph duties include unpacking orders, shelving books, sorting and sending cards, filing, processing approval shipments and returns, searching the library's online catalog, and maintaining the collection of publisher's catalogs.

*Hours: Monday – Friday, 8:00 a.m. – 5 p.m.*