**Job Title: Federal Work Study – Library Assistant**

**Department**: **Library**

**Campus: Coweta Campus**

**Supervisor: Feechi Hall**

**Job Code: 60130**

**JOB SUMMARY**:

The Federal Work Study assists the library staff with daily library operations. Assist in front desk duties. **Must be available** **Afternoon & Evening hours.**

**MAJOR DUTIES:**

* Assist patrons and students by charging and discharging materials
* Assist students with research
* Answer questions regarding Banner, Angel, GALILEO and other library sources
* Make ID badges; shelve books; help to maintain shelf order
* Help with general order of the collection and perform other tasks as assigned
* Answer phones

**COMPETENCIES:**

* Ability to assist students with Banner, Angel, GALILEO and other library sources
* Skilled in the operation of computers and job related software programs
* Organizational skills
* Oral and written communication skills
* Ability to take and follow direction from supervisor
* Skilled in interpersonal relations and in dealing with the public

**RATE OF PAY:**

* $10.00 per hour/No benefits

**MINIMUM QUALIFICATIONS:**

* Be enrolled as a student at West Georgia Technical College
* Have completed a FAFSA and be identified as being eligible for federal aid
* Complete a Federal Work Study Employment Application available on-line at: [www.westgatech.edu](http://www.westgatech.edu)

**Preferred Qualifications:**

* Experience of data entry and processing documents
* Ability to demonstrate proper phone techniques and etiquette with the ability to multi-task
* Proficient use of Microsoft Word, Excel, and Outlook: **Very important**
* Experience working with customers on the phone, via e-mail, and in person
* Ability to lift (up to 20lbs), bend and stoop on a regular basis

West Georgia Technical College

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