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## HIT: Student Assistant Job Responsibilities

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**Task:** Shelving/ shelf reading

**Skills/Knowledge:**

Skills- attending to detail; seeing patterns, organization of parts, make choices based on reason arguments

Knowledge- library of congress call numbers; shelf reading process

**Criteria For Success:**

- Books can be found when searched for
- During shelf reading, books need to be moved around less often (shelving)
- Supervisors can conduct shelving/shelf reading tests for individual evaluation i.e. double checking ordered carts

**Purpose:** The purpose of shelving and shelf reading is to make sure books can be found when searched for./when patrons need them

**Resume Description:**

- Understood and facilitated a procedure
- Accurately reshelfed and managed inventory by paying attention to detail

**Deeper Meaning:** Because I pay attention to detail and understand the Library of Congress call number system, I am helping make sure other students can finish their schoolwork on time.

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**Task:** Check in/Check out materials

**Skills/Knowledge:**

Skills- critical thinking; observing and recalling information

Knowledge- Check in/check out process; Understanding of the fulfillment module

**Criteria for Success:**

- See items in patron's record
- You hear the "beep" and see the item show up on screen
- Patron doesn't trigger sensor when they leave
- Lack of problems i.e. not getting claims returned
- Items are found on hold shelf when searched for

**Purpose:** To be the steward of the collection by ensuring that all inventory is properly accounted for.

**Resume Description:**

- Expertly used the library database to successfully process patron transactions
- Maintained accurate inventory of library materials by effectively completing patron transactions

**Deeper Meaning:** Patrons feel that the library is a reliable resource for them.

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**Task:** Help Circulation staff open and close the library building

**Skills/Knowledge:**

- Observation and recall of information
- Solve problems using required skills or knowledge
- Following a process-
- Time management
- Make choices based on provided information Open/close procedure (checklists)
- Sequence of events
- Available resources
- Awareness of safety procedures

**Criteria for Success:**

- Everything on the checklist (if available) is completed
- The building is locked or unlocked on time

**Closing**

- the building is empty/ the alarm doesn't go off
- Everything is in place properly for next shift

**Purpose:**

Opening - The building and materials are available to the community when patrons expect it to be.

Closing- Keeping building secure and organized.

Respect for your coworkers and community by being reliable, dependable and stewards of resources

**Resume Description:**

- Responsible for securing the building at opening and closing
- Demonstrates reasoned decision-making and dependability

**Deeper Meaning:** Because I demonstrate respect and dependability for my coworkers and community by opening and closing the building effectively I am able to provide a safe and secure place to access the library space and resources

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**Task:** Accept in-take of course reserve materials

**Skills/Knowledge:**

- Collecting information
- Understanding order of operations
- Identification of components
- Noticing patterns
- Knowing what a course reserve is and why they're there

**Criteria for Success:**

- Books can be found when search for later
- The course reserve sheet is filled out correctly
- The course reserve is available quickly - on the shelf
- Found in the catalog - searched for in Primo

**Purpose:**

Ensure course reserves can be easily found as a means of providing equitable access to available materials.

**Resume Description:**

- Understand and facilitate a procedure
- Accurately intake and process information

**Deeper Meaning:** Because I understand the course reserves process I can save students money while providing them with the equitable access to available materials