



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Library Student Assistant – Beaufort Mather Campus

Under general supervision, the Library Student Assistant assists with general library functions on the Beaufort Mather Campus

Job Duties:

- Cover the library circulation desk, checking materials in and out to patrons. Answer basic directional and technology questions and refers questions to librarians, TCL help desk, and other college personnel as appropriate.
- Shelve books and assists with tasks related to collection maintenance, such as shelf reading, inventory, and shifting of collection.
- Assist in the processing of new books and other materials, including application of book jackets, barcodes, spine labels, etc.
- Assist in the review and editing of the library's online instructional resources, such as tutorials, videos, and LibGuides.
- Check library book drop and mailbox. Perform all other related duties as may be assigned.

Special Skills Required:

- Excellent customer service skills
- Ability to communicate well, both orally and in writing
- Ability to perform detailed work and multiple tasks
- Punctual and dependable

Federal Work Study position pay up to \$15 per hour and are approved to work a maximum of 15 hours per week.

If you are interested in applying for this position please complete the [Federal Work Study Application](#)

Supervisor: Catherine Goodwin

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