

Career Services Office Work Study Position

**Date: October 2022**

**Position: Student Worker**

**Department: Library**

**Supervisor:**

**Email:**

**Phone:**

**Position Start Date: Begin in October for Fall 2022 Semester**

**Number of Openings: 1-2**

**Hours Needed Per Week: MUST HAVE EVENINGS AVAILABLE (MINIMUM 4:30PM-6:30PM)**

**Essential Job Functions & Responsibilities include but not limited to:**

* Pleasantly greet library users entering the service areas
* Work in multiple areas of the library
* Check patrons into the library
* Confirm daily health screenings of patrons
* Assign library resources
* Keep statistics
* Assist patrons with checking in/out library materials, finding library materials
* Assist with changing HFC email passwords, printing, and program issues, saving documents
* Shelve books
* Light cleaning
* Regular attendance at work
* Attend orientation and/or semester reviews

**Required Qualifications:**

* Must be a current student at Henry Ford College
* Ability to alphabetize
* Reliable and Punctual
* Polite and able to work well with others

**Desired Qualifications:**

* Knowledge of HFC Campus
* Familiarity with basic Microsoft Word, Excel and PowerPoint programs
* Knowledge of Dewey Decimal System
* Intends to remain employed for Winter 2023 semester
* Exceptional customer service skills