



## LIBRARY

### Student worker

We're seeking a diligent and detail-oriented student to join our library team as a student worker. This role offers an excellent opportunity for you to develop valuable skills in customer service and library management, while supporting the library's day-to-day operations. Prior library experience is helpful but not required.

Federal work-study award is required to apply for this position. If you're unsure of your eligibility, email [Financial Aid](#), call 309.341.5283, or stop by E101.

### Description of job duties

- Provide customer service to library patrons.
- Process and prepare new books for circulation.
- File and shelve books accurately.
- Perform general office duties, including using Microsoft Office programs.
- Maintain a high level of attention to detail in all tasks.

### Specific experience & skills required

- Detail-oriented and organized
- Prior library experience is helpful but not necessary.
- Basic proficiency in Microsoft Office programs

### Licenses or training required

No specific licenses are required for this position. Training is provided to help develop the skills necessary for this role.

### Hours needed to work

Flexible hours, to be determined in consultation with the supervisor.