

**HAVERFORD COLLEGE ON-CAMPUS EMPLOYMENT
2011/2012**

Department: Library

Building: Magill

Contact Person: Heidi McKay

Telephone Number: x1160

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Description of Position: Reference Desk Assistant

Reports to: Margaret Schaus

Patron assistance:

- Helps patrons in finding materials using Tripod, databases, and reference collections.
- Helps patrons submit ILL requests.
- Refers patrons to appropriate reference librarian for extended reference help.
- Maintains printers and photocopier by adding paper and toner, fixing jams.

Special projects:

- Each student will work closely with a reference librarian and perform special tasks related to that librarian's work.
- Tasks may include database maintenance, checking publishers catalogs, or web page development.

Hours Required: 4-12**

Start Date: immediate

****NOTE: The work commitment extends through exam periods and includes finding a substitute for shifts that cannot be worked.**

Qualifications:

Must have good communication skills. Must be able to work evenings and weekends. Must be able to work independently within a team of coworkers; be reliable and conscientious; be accurate and give close attention to detail.

Knowledge of research methods is desirable. Previous library experience is desirable.

Sophomores, Juniors, and Seniors applicants only please.

How to Apply:

We will only accept applications until all positions are filled. Forms can be found at our circulation desk and on our website at <http://www.haverford.edu/library/> .