

**CAREER DEVELOPMENT  
BRYN MAWR COLLEGE & HAVERFORD COLLEGE**

**ON-CAMPUS EMPLOYMENT OPPORTUNITY**

**Department:** Magill Library

  X   HC       BMC

**Building:** Magill

**Contact Person:** Heidi Scott

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**Description of Position: Circulation Services Assistant**

Performs a variety of tasks associated with the circulation and maintenance of Magill Library's collections, including charging and discharging books using the library's online circulation system, shelving materials, reading the shelves to make sure that items are in correct call number order, shifting materials in the stacks, picking up materials from tables and carrels, answering questions for library users, etc.

**Hours Required:** 6 - 9 hours \*\*

\*\* NOTE: Circulation Services Assistants are required to work a minimum of three shifts per week; Shifts are 2, 2.5 and 3 hours long. The work commitment extends through exam periods and includes finding a substitute for shifts that cannot be worked.

**Skills/experience needed:**

Ability to learn and apply policies and procedures consistently, accurately, and thoroughly. Attention to detail in following routines. Willingness to follow instructions. Effective communication skills. Reliability. Alert, businesslike, courteous and helpful behavior while on duty.

**To apply:**

We are accepting applications on a rolling basis and forms can be found at our circulation desk and on our website at <http://www.haverford.edu/library/> .

**(For office use only) Date posted:**

**Initials:**