

ROWAN–VIRTUA HEALTH COLLEGE OF MEDICINE & LIFE SCIENCES

JOB DESCRIPTION

Job Title: Library Clerk
Department: Hope Brings Strength Health Sciences Library
Location: Stratford
Building: Academic Center
Reports To: Work study supervisor, Library director

If interested, please email Nicole Morfitt at morfitt@rowan.edu

Use subject format: Last Name: Federal Work-Study Candidate Example: Smith- Federal Work-Study Candidate

Students may not hold more than one Federal Work-Study position at the same time

SUMMARY:

Responsibilities include staffing the library's circulation desk, circulating materials, re-shelving books/journals, shelf-reading, photocopying/printing requested materials and assisting users, other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES :

See the position summary

QUALIFICATIONS:

Be a current **Rowan–Virtua Health College of Medicine & Life Sciences** student in good overall academic and financial standing.

Good customer service skills, familiarity with the library's resources in print and online, familiarity with web-based resources. Library experience preferred but not required

PHYSICAL DEMANDS:

See position summary