

**UHCL Neumann Library Student Worker / Library Student Technician
Position Description and Other Requirements**

Hours per week: 15-20

As a circulation student worker, you will report to the circulation supervisor or another regular circulation staff if supervisor is not available. Circulation staff will instruct you in the techniques of your job.

Primary Purpose:

This position is primarily responsible for shelving books, journals, and microfilm. It is also partially responsible for keeping paper loaded in the copiers, microfilm machines and printers. Student workers will be trained on the core classification system known as Library of Congress. In addition to performing general shelving duties, there will be other duties as assigned.

Essential Functions and Responsibilities

1. Shelving all books, bound journals, magazines, and microfilm using Library of Congress Classification System
2. Filling machines with paper, toner and cleaning glass
3. Shelf reading – checking the bookshelves in order to maintain the books neatly and in order
4. Shelf maintenance – labeling end panels, books standing up straight with book ends in place
5. Shelf shifting – shifting books on shelf to make room for newly purchased books
6. Other duties as assigned

Skills and Abilities required after extensive training

1. Knowledge of all vital locations in the library and University
2. Working knowledge of the Library of Congress classification system
3. Working knowledge of the library automated system
4. Working knowledge of the copy machines

PHYSICAL JOB REQUIREMENTS

C – CONSTANT – Activity exists 66% to 100% of the time

F – Frequent – Activity exists 33% to 66% of the time

O – Occasional – Activity exists up to 33% of the time

Activity	Frequency	Task
Stand	C	Shelf material, shelf read, assist patrons, shift
Walk	C	Assist patrons, retrieve material, search stacks,
Lift:		
Up to 20 lbs	C	Place books on carts, carry books, empty/fill book trucks, shift
21 to 50 lbs	O	Move books and reams of paper, empty / fill book trucks, empty bookdrop
over 50 lbs	O	Move books and reams of paper, empty / fill book trucks, empty bookdrop

Carry:		
Up to 20 lbs	F	Transfer books from desk or bookdrop to cart or shelf; carry reams of paper, shift
21 to 50 lbs	O	Transfer books from desk or bookdrop to cart of shelf, empty bookdrop
Push:		
Up to 20 lbs	F	Push cart from circulation to sorting area
21 to 50 lbs	O	Push filled cart from sorting area to stacks or from bookdrop to desk and library door
over 50 lbs	O	Push filled shelving cart from circ area to stacks, move machines for access
Crawl	O	Access machines; work on machines (toner, paper jams)
Climb	F	Climb stairs to upper library floor; climb on stepstool to shelf read; shift
Balance	O	Balance books and boxes
Bend/Stoop	F	Check security gate readings; open and close library door; retrieve material from bookdrops; access file cabinets and copier components; access lower shelves/cabinets
Kneel/Squat	F	Clear paper jams, check security gate readings, access lower shelves/cabinets
Reach	F	Reach for material, student IDs, telephone, office supplies, shift
Handle	O	Hand items to and from patrons, handle books, paper, phone, book carts
Feel	O	Thread microfilm, clear paper jams
Talk	C	Assist patrons in person and on telephone; communicate with staff
Hear	C	Assist patrons in person and on telephone; respond to security gate and desk bell

Requirements:

- Current UHCL student with a minimum of one year until graduation
- Schedule – Neumann Library is open 7 days a week and most weekends, some weekend work is required.
- Effective oral/written communication skills in English

International Applicants/Students:

- Passport
- Visa
- I-9
- I-20

Incomplete applications will NOT be considered.

Due to the high volume of applications we receive, please note that **only** those under consideration will be contacted.

The library depends upon our student employees and your time and interest is appreciated and valued.