

# Howard Community College

## Workstudy Job Description

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<b>Job Number:</b>	274
<b>Job Title:</b>	Library Services Assistant
<b>Department Name:</b>	HCC Library
<b>Supervisor Name:</b>	Tiffany Brown
<b>Supervisor Phone #:</b>	443-518-4633
<b>Supervisor Email:</b>	Tbrown4@howardcc.edu
<b>Employer Address:</b>	10901 Little Patuxent Parkway Columbia, MD 21044
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	(ON CAMPUS, CL200) HCC Library, Learning Commons, and Howard County Center of African American Culture Research Library

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<p>NOTE: Work will be performed exclusively on campus. No virtual component.</p> <ul style="list-style-type: none"> <li>• Provide friendly and professional assistance at the HCC Library Service Desk</li> <li>• Monitor and assist students with printing, scanning, and copying</li> <li>• Assist library staff by completing a variety of assigned tasks such as shelving library materials, collecting hourly statistics, working on special projects, etc.</li> <li>• Conduct regular Library patrols to identify policy violations (COVID, etc.) and report to supervisors</li> <li>• Help with pandemic-specific Library operations (returning quarantined items to circulation, maintain cleanliness, etc.)</li> </ul>
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<b>Qualifications/Experience Required:</b>	<ul style="list-style-type: none"> <li>• Effective communication and customer service skills</li> <li>• Experience with MyHCC, campus email, Microsoft applications, Google Apps, and Canvas</li> <li>• Ability to troubleshoot basic printer, scanner, and photocopier problems</li> <li>• Outstanding flexibility and adaptability</li> </ul>
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<b>Grade Level</b> <i>(see FWS/IWS Handbook to determine workstudy position grade level)</i>	2
<b>Hourly Wage</b> <i>(see FWS/IWS Handbook for hourly wage by grade level)</i>	\$13.00 (Year 1) \$13.25 (Year 2)