

**POSITION:** Library Student Assistant  
Indiana University Kokomo Library

**HOURS:** 12-20 hours a week, some evening and weekend hours required,  
work schedule arranged around class schedule

**WAGES:** starting wage is minimum wage, \$5.15 an hour

**RESPONSIBILITIES:** Attending the circulation / reserve desk, checking in/out materials, collecting fines, answering the phone, answering directional questions, scheduling study rooms, searching for missing materials, collecting statistics, shelving materials, shelf reading materials, general maintenance of machines (paper / toner), and other duties as assigned.

**QUALIFICATIONS:** This position is very detail oriented and the student should be able to handle numerous duties in a friendly and efficient manner. Prefer that applicants have one or more of the following qualifications: library experience, basic computer skills, and/or customer relations skills. Indiana University students will be given preference.

Those interested in a student assistant position should complete a library student assistant application form. Forms can be picked up at the library circulation desk. The completed form should be turned in at the library circulation desk.

**Contact:**

Garry Hancock  
Student Assistant Supervisor  
Indiana University Kokomo Library  
765-455-9237