

JOB TITLE: Circulation Desk Assistant

WORK AREA: Goddard Library

AREA HOURS: Day/Evening

**JOB RESPONSIBILITIES, DUTIES:**

This position involves working at the circulation desk and in other areas throughout the library. Responsibilities include assisting patrons, shelving materials, and supporting daily library operations.

- Ability to alphabetize and understand the Dewey Decimal System
- Strong communication and problem-solving skills
- Experience with computers and data entry
- Reliable, self-motivated, and able to work well in a team setting
- A positive attitude and a willingness to help others
- Previous library experience is preferred but not required

**PERFORMANCE EXPECTATIONS/CONDUCT:**

- Consistently maintain a welcoming and helpful attitude in all interactions.
- Demonstrate initiative and awareness of library activity and student needs.
- Communicate any schedule changes to your supervisor or lead worker in advance.
- Maintain a tidy and organized work environment, including:
  - Sanitizing computer stations at the end of each shift
  - Shredding confidential documents daily
  - Emptying trash in the library area weekly
  - Vacuum when needed
- Limit use of personal devices during work hours; avoid personal calls, texting, or using social media.
- Refrain from inviting friends to visit during your shift.
- Dress appropriately for a professional office setting.

**Additional Information:**

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment.
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>
- You are entitled to a 15-minute break for every four consecutive hours worked.

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**NUMBER OF STUDENT'S NEEDED:**

8 Academic Year  
4 Summer (June-August)

**TYPICAL WORK HOURS:**

Daytime   Evening   Weekends

**PERFORMANCE REVIEW:**

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

Contact Person: Sandy Aaby  
Location: Goddard Library  
Phone: 507-280-5500  
Email Address: [sandra.aaby@rctc.edu](mailto:sandra.aaby@rctc.edu)  
Proxy Access Granted To: Jennifer Hewardine and Gretchen Schroeder