



JACKSON COMMUNITY COLLEGE
Student Employment
Position Description

Position Title: Library Technical Services and Processing Clerk

Supervisor: Debora Moyer

Department: Library

Position Level: Intermediate with computer and data entry experience, attention to fine detail, and the maturity to work with the library staff, faculty, patrons, and fellow library student workers.

Duties:

1. Daily checks in, processes (labels, stamps, etc.), and shelves periodicals.
2. Checks in and processes books and other new materials as they arrive.
3. Assists the Cataloger with basic database maintenance.
4. Repairs and reprocesses existing library materials.
5. Uses Microsoft Office to enter library material acquisition information, Library and Testing Lab statistics.
6. Daily sorts and distributes mail.
7. Serves as back up for circulation student if previously trained.
8. Processes Interlibrary loan materials in the absence of the Interlibrary Loan Librarian.
9. Assists with Testing Lab envelopes and labels
10. Assists with special library projects.
11. Maintains inventory of library processing supplies.

Essential Functions:

1. Ability to use Microsoft applications
2. Have accurate typing skills.
3. Have organizational skills.
4. Show attention to fine detail.
5. Show care and concern for library materials.
6. Have the ability to prioritize multiple tasks.
7. Ability to work with faculty, staff, students and other library student workers.
8. Be able to work without supervision and make independent decisions.
9. Be able to work daytime hours, and several hours each day.
10. Previous JCC circulation helpful, but not necessary.

To apply for this position, contact the supervisor below for an interview:

Contact Person: Debora Moyer
Email Address: dmoyer@jccmi.edu
Phone Number: (517) 796-8621
Office Location: WA 102

If the supervisor recommends your hire, go to Human Resources, (GP 209) for verification of eligibility and to complete paperwork. You may not start work until you have received a contract from Human Resources.