

# Library Services Work Study

## Job Description

The library services work study provides courteous customer service to patrons and supports library staff in providing library services.

Regular duties include:

- Monitoring the computer lab and assisting patrons with printing.
- Assisting patrons with computer and software use (Microsoft products, D2L, Banner, internet browsers), including basic troubleshooting.
- Staffing the circulation desk and providing basic customer service, including answering in-person questions and phone calls.
- Checking library materials in and out.
- Shelving library materials, and shelf maintenance.
- Completing special projects and other tasks as assigned.

**Work Hours** - The following work hours are available for Fall 2026.

**Sundays: 12-4 pm** (approximately 12-14 Sundays per semester depending on building schedule)

**Mondays & Tuesdays 5-6 pm**

**Wednesdays & Thursdays 5-7 pm**

*Unfortunately, at this time, no additional hours beyond the ones listed are available. Students available for Sunday hours will receive preference.*

## Qualifications

Must be a current Great Falls College student enrolled in a minimum of 6-credits per semester during the Fall and Spring. Work study eligibility is required. If you are unsure of your work-study eligibility, please contact the Financial Aid Office. Other qualifications include:

- A positive attitude,
- Attention to detail,
- Reliability,
- Customer service skills,
- Basic computer skills,
- Ability to work well with others,
- Ability to work with a diverse population of patrons
- The ability to perform moderate physical work, and to lift and carry books, or to push up to 50 pounds when moving books on a cart.

**For questions about position requirements, please contact the library director:**

**Ashlynn Maczko**

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