Blue Ridge Community College – Work Study Job Description

Position Title: Library Work-Study Assistant - Henderson County Campus (HCC)	**Position No.**: N/A
Division: Student Services	**Position Category**: N/A
Department: Library	**Classification**: Work-Study
Supervisor: Anthony Baltiero	

Statement of Primary Purpose: The library work-study assistant will work at the circulation desk and assist with other duties related to library projects, maintenance, and organization.

Essential Functions and Responsibilities:
- **MUST BE WILLING TO WORK BETWEEN 10-20 HOURS PER WEEK.**
- Assist patrons with non-research related requests, including basic technology questions such as printing, copying, and scanning
- Monitor library chat during shift, answer non-research related requests as able, and direct research questions to supervisor/librarians
- Check library materials in and/or out
- Assess item records for description accuracy
- Shelve returned books
- Read shelves each shift to ensure books are shelved in the correct order
- Wipe down tables, computers, and front desk counter
- Dust display shelves and rotate display books as needed
- Ensure all weekly assigned tasks are completed
- Other library maintenance tasks as assigned

Additional Duties and Responsibilities:
- Special projects as assigned by supervisor/librarians

Minimum Qualifications

Education:
- Highschool or GED/Hiset. Must be a Blue Ridge Student.

Knowledge and Skills:
- Intermediate-level knowledge of computers
- Familiar with Microsoft Office software
- Excellent customer service skills
- Basic knowledge of - or ability to learn - the library filing system
- Ability to follow routines
- Ability to work independently

Physical Demands: *Prolonged sitting; pushing heavy book carts and lifting heavy books; bending and standing*

If you are interested in applying for this position, please complete the Library Work-Study Assistant (HCC) application here.

Date Last Revised: 07/16/2026