

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Communication Disorders and Sciences
POSITION: Student Worker (Library Monitor)
SUPERVISOR(S): Felicia Magee
PURPOSE / ROLE: Assist in front office
QUALIFICATIONS: [Click or tap here to enter text.](#)
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Student workers for the Library Monitor position in CDS are hired to monitor the checking in/out of materials from our library for use in clinic therapy sessions/assessments.

CDS student workers are required to perform the following duties:

1. Monitor the Materials Center where CDS students check out/in materials for therapy sessions.
2. Make sure all materials are returned with all items included before returning to the shelf.
3. Straighten up shelves and keep MC clean and organized.
4. Other office duties that may include, making copies, answering phones, etc.
5. Students will be scheduled to work approximately seven hours per week dependent on the monetary stipend allotted for the year, divided by the number of weeks to be worked during the fall and spring semesters.
6. Weekly work shifts will be determined by the Department based on the student's class schedule and the needs of the Department. Effort will be made to schedule the students for no less than two hours per shift.
7. The student must sign in at the beginning of each shift and sign out at the end of each shift. The student is also required to submit a bi-weekly timesheet in PAWS for hours worked.

8/12/2024