



## JOB POSTING

#07-19

**Title:** Student Assistant, Part-time

**Salary:** \$8.85/hr.

**Location:** Pemberton Library

**Open:** February 22, 2019

### DESCRIPTION

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The Pemberton Library is seeking a self-motivated and enthusiastic candidate for the position of Student Assistant. You will:

- Sort and return library materials to their proper place on shelves according to the Dewey Decimal System
- Read shelves for correctness of arrangement of materials
- Shift shelves where necessary, as directed
- Lift, bend, and climb as associated with shelving routines
- Assist in cutting out and/or prepping materials for crafts
- Routinely check sitting areas and shelves to ensure all are neat and tidy
- Performs other duties as needed

### REQUIREMENTS

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- Must be at least 16 years of age and eligible for a work permit
- Must be enrolled as a student in high school, college or trade school
- Must be detail-oriented, have the ability to work with a high level of accuracy, the ability to work well with others, the ability to lift with or without reasonable accommodation, and the ability to understand and follow verbal and written directions
- Must be a Burlington County resident

### SCHEDULE

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Must be available to work between 12-24 hours a week (including evenings and weekends) during the school year and in the summer

Submit your application/resume **including Job #07-19** Via e-mail: [jobs@bcls.lib.nj.us](mailto:jobs@bcls.lib.nj.us)

*The mission of the Burlington County Library System is to enrich lives by providing opportunities for **learning, growth** and **personal development**.*