



JOB POSTING
#19-19

Title: Student Assistant

Salary: \$8.85/hr.

Location: Bordentown Library

Open: May 7, 2019

DESCRIPTION

The Bordentown 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 the shelves according to the Dewey Decimal System.
- Read shelves for correctness of arrangement of materials.
- Shift shelves where necessary, as directed.
- Empty library book drops.
- 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.
- Tie up and put recycling materials out.
- Performs other duties as needed.

REQUIREMENTS

- 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

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

Via e-mail: Submit your application/resume including **Job# 19-19** by May 20, 2019 to 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.***