

## JOB DESCRIPTION AND CLASSIFICATION FORM

**Position Title:**           **Student Supervisor**  
Undergraduate or Graduate Position

**Department:**           Cowles Library

**Reports to:**           Service Quality & Training Coordinator

### **Essential Functions:**

The Student Supervisor position requires a minimum of two semesters experience as a Service Assistant, as well as a mastery of library policies and procedures. The Student Supervisor's primary duties include but are not limited to:

- Supervise the Service Assistants
- Explain library policies and procedures to patrons and employees as needed
- Handle incidents of emergency or injury following appropriate reporting guidelines
- Direct patrons and patron questions to appropriate resource area
- Conduct special project work as assigned
- Manage the Circulation email box: answer or redirect email questions, renew books, place book holds, faculty renewals, etc.
- Open and closing the building as needed
- Serve as the first line of contact to answer other student worker questions & oversee the library during hours of operation when no full time staff member is present

### **Knowledge/ Skills Required:**

- Must have served for two semesters as a service assistant.
- Perform all of the duties of a Service Assistant as needed.
- Aid in the training or evaluation of new student employees as needed.
- Exhibit strong communication skills, decision-making abilities, and display confidence in stressful situations.
- Dependability and a strong sense of responsibility are vital.
- Set a good example of leadership and ability for fellow student employees.
- Maintain confidential matters.

**Hours per week:**   Up to 20

**Knowledge/Skills required:** Highly Technical

**Complexity of work tasks:** Work is substantially complex and varied

**Supervision of work:** Little to no direct, on-site supervision

**Scope of work's contact:** Contact and impact of work routinely extends to the university and public

**Routinely supervises the work of others:** Yes

**Works with confidential information:** Occasionally

**Dept Recommended Job Category:** 4

**Pay Rate:** 8.25