



LIBRARY CIRCULATION ASSISTANT

DEPARTMENT

Otto F. Linn Library - 4300

DUTIES

The position of Circulation Assistant will require you to perform a variety of tasks and duties. Some essential responsibilities include the following:

- Reshelving library materials
- Answering the phone
- Maintenance of an assigned section of shelves
- Check-in & Check-out of library materials (automated and manual)
- Interacting with public
- Answering basic directional and information requests
- Referring reference questions to a full-time staff member
- Maintenance of Reference section and room
- Accepting payment of fines
- Entering new users into integrated library system
- Special projects (as assigned by library staff members)
- Incidental cleaning
- Internal library communication

Working at the library will help you become more familiar with various academic resources that will be beneficial to you as an employee and in your scholarly endeavors. Please review the following basic expectations of all employees:

- You must be to work on time at each of your shifts and stay until your shift has ended. If you cannot arrive for a scheduled shift, you must find another student employee to cover your shift. You must inform your supervisor of any changes.
- You will be expected to attend mandatory student worker meetings and trainings.
- You will be expected to assimilate all information contained in the Circulation Assistant Handbook.

COMPENSATION

Begins at Minimum Wage

HOURS

Sunday-Friday – varies based on availability

CONTACT

Jeff Barnhardt
Library Circulation Supervisor
503-517-1037
wpclibrary@warnerpacific.edu

Employment Application

Position Information:

Job Title: Circulation Assistant I

Department: Library

Personal Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Alternate Phone: _____

Email: _____

▪ Are you over the age of 18? yes no

▪ Are you legally eligible for employment in the United States (IRCA 1986) yes no

▪ Have you ever been charged and/or convicted of a felony or any offense involving dishonesty? yes no

Note: A conviction does not necessarily eliminate you from employment consideration. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply.

▪ Have you ever been employed by or are you currently employed by Warner Pacific College? yes no

If yes, list the dates to/from that you worked at WPC : _____

Please list the name and department of any relatives who work for WPC : _____

Advertising Information:

Where did you hear about this position?

WPC Website

WPC Office of Student Financial Services

Friend/Coworker

Other Source Please specify other source: _____

Essential Requirements:

Dependability, punctuality, courtesy, accuracy with detailed and repetitive tasks, basic computer skills, ability to follow instruction, physical ability to hear user requests, reach books on high shelves, and carry 25 pounds.

Are you willing and able to accommodate the essential requirements of the position? yes no

Prior Experience (paid & or volunteer):

1. _____

2. _____

3. _____

4. _____

5. _____

Technical Requirements:

What experience do you have working with computers, software, and office equipment? Are you able to use a mouse and keyboard effectively?

I hereby certify that the information provided in this application and/or supplemental materials is freely given, true, and complete. I understand that any false, fraudulent, or misleading statements, answers, or information may be sufficient grounds for immediate rejection of my application, denial of employment, disciplinary action or dismissal from service if hired.

Signature:

Date:

Staff Use Only:

Employee File Created:
Accepted:
Not Accepted: (Reason _____)

Reviewer's Initials & Date: _____

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WARNER PACIFIC COLLEGE

OFFICE OF STUDENT EMPLOYMENT

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