



# LIBRARY CIRCULATION ASSISTANT

## DEPARTMENT

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Otto F. Linn Library - 4300

## DUTIES

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

- Re-shelving 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 you 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

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Begins at Minimum Wage

## HOURS

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Sunday-Friday – varies based on availability

## CONTACT

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Jeff Barnhardt  
Library Circulation Supervisor  
503-517-1037  
[wpulibrary@warnerpacific.edu](mailto:wpulibrary@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 University?  yes  no

If yes, list the dates to/from that you worked at WPU : \_\_\_\_\_

Please list the name and department of any relatives who work for WPU : \_\_\_\_\_

## Advertising Information:

Where did you hear about this position?

WPU Website

WPU 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. \_\_\_\_\_  
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3. \_\_\_\_\_  
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4. \_\_\_\_\_  
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\_\_\_\_\_

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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