Title: Student Page **Department:** Library

Reports To: Area Librarian (Library Manager) **Date:** October 10, 2019

Summary
The Student Page collects, sorts and shelves library collection materials. This position is only available to students who are attending high school full-time. Unless terminated earlier for other reasons, this position will terminate on August 31 of the year in which the employee graduates from high school. To maintain this position, students must retain their full-time high school student status.

Essential Job Functions
- Collect, sort and shelve collection materials such as books, videos, audio tapes and magazines
- Monitor and maintain appearance and order of books on shelves including identifying materials requiring repair or replacement
- Retrieve library materials as required
- Perform shelve readings
- Respond to inquiries from patrons by referring to appropriate staff as required
- Reorganize books as required to accommodate space requirements
- Perform library maintenance functions as required such as cleaning up and restocking supplies
- Perform minor repairs to books
- Provide orientation to new employees as required

Minimum Qualifications/Requirements
- Must be attending high school full-time and on a continual basis
- Must have completed Grade 9
- Must have a Social Insurance Number

Knowledge, Skills and Abilities Required
- Must have basic knowledge of the Dewey Decimal System
- Ability to operate equipment such as photocopier, facsimile machine and computer
- Ability to physically carry books and push a loaded book truck
- Be self-motivated, efficient, and possess superior organizational skills
- Demonstrated ability to work cooperatively and effectively with other staff and to deal pleasantly and tactfully with the public is essential

Supervision Received
- Area Librarian or Branch Assistant

Financial Resources
- Purchase pre-authorized items and receives reimbursement from petty cash

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.