

## **Job Description**

### **Library**

#### **Circulation Services, Technical Services, Information Commons & Archives**

Carroll University  
100 N. East Avenue  
Waukesha, WI 53186

#### **Purpose of Job:**

- The library's work study program will provide students with the skills to support the library's mission. A position in the library will provide a positive work environment, will enhance the Carroll experience, and the opportunity to cultivate life-long learning.
- The mission of the Carroll library is to serve students by providing access to information, by maintaining an environment that promotes a culture of academic excellence, and by offering instruction that fosters scholarship, integrity, independent intellectual growth, and the sophisticated information skills necessary for life-long learning.

#### **Duties & Responsibilities:**

- To provide the informational needs of Carroll University students, faculty and visitors in an efficient and courteous manner.
- To assist library staff with administrative duties.
- To process, organize, and inventory library materials

#### **Job Qualifications:**

- The desire to work in an active public setting
- The ability to work as a team member
- The ability to work independently and efficiently
- Must be detail oriented and willing to perform routine tasks
- The desire to represent University in a positive light

#### **Supervisor:**

- Carole Winrich  
262-524-7307