Linscheid Library
Basic Responsibilities of Student Assistants

The library is primarily a service unit – we are here to help people and to provide a service for them. Therefore, it is important that all of us respond to those around us with courtesy, friendliness, and an attitude which says to others that we are willing to go that extra distance to see that their needs are met and their queries answered. It is critical for you to know as much about the library as possible.

Attendance
Students are expected to report to work on time and to inform their supervisor whenever they will be absent or late. If an emergency occurs, students must call their supervisor as soon as possible. In non-emergency situations, students must give notice to their supervisor beforehand when they cannot work as scheduled, and explain the reasons for their absence or tardiness. Please note: three consecutive days of absence without prior notification to your supervisor constitutes a voluntary resignation.

Time missed due to campus closures cannot be made up. Time missed for unexcused absences cannot be made up. Time missed for an excused absence can be made up at the discretion of the supervisor. Please note: students are not allowed to work when scheduled to be in class.

Appearance
Although there is no formal dress code, clothing should be appropriate to working with others in a public setting. Such personal habits as hair style, wearing jewelry, etc. are a matter of individual choice, so long as they don’t inhibit performance on the job. Footwear is required. Students are expected to dress appropriately for their position and be clean and neat at all times. What’s not appropriate: (1) short shorts; (2) bare midriff tops or extremely low cut tops; and (3) clothing displaying inappropriate language. Please make sure your stomach and backside are covered. If needed, the Library Director will act as mediator.

Attitude & Job Performance
Students are representing the university and the library while at work and should always listen carefully and give clear and polite responses to patrons. Students must try to establish a good working relationship with their supervisor and other department members. Any task the student is asked to perform should be done correctly and completely to the student’s best ability. Always follow the department’s policies and procedures. If instructions are not understood completely, ask for clarification in order to complete the task accurately. Always speak courteously. **Contact your supervisor or a librarian if a patron becomes angry or upset.**
Training
The training process is a program consisting of training workshops, continuous training scenarios, videos, and power points. Students must look at every working day as an opportunity to learn and to develop characteristics of good judgment, dependability, initiative, and responsibility. On the first day of work, or prior, the supervisor and student should review the student’s responsibilities, hours, expectations, etc. They should exchange phone information in such cases as reporting tardiness or absenteeism.

Evaluations
Each semester you will be evaluated on your work. Your supervisor will discuss your evaluation with you before it is placed in your personnel file. Your work record will be reviewed and used as a basis for recommendations for future employment. A copy of the evaluation will be given to you.

Pay
Students are paid a set hourly wage mandated by the Federal Government. You will be paid once a month, via direct deposit, on the 12th. Direct deposit forms can be found on the Student Employment webpage. Your timecard is the record of your hours of work and is the basis for computing your pay. Timecards are expected to be kept daily and finalized by the last day of each month. Please remember, it is your responsibility to keep track of your hours. **Note, failure to have your timecard finalized on the designated date, may result in not receiving your check on time.

Working More Than One Campus Job
A student may work more than one campus job as long as s/he adheres to the following:

1. Can not exceed a total of 20 hours per week during Fall/Spring semesters and 29 in the summer, combined.
2. An individual may not hold concurrent employment as a student and as a Resident Assistant, or as a full or part-time faculty or staff member.

Break
Students working four consecutive hours are entitled to a fifteen minute break. Breaks many not be taken later than 1 ½ hours before the end of your shift or closing time. Check with your supervisor before going on break. You cannot use your break to leave work early. Breaks that are not taken at the proper time will be forfeited.