

Student Proctor Job Description

1. JOB TITLE: Student Proctor

2. JOB SUPERVISOR: Coordinator of Access Services

3. JOB DESCRIPTION:

The Student Proctor is a leadership position within Snowden Library. In the absence of professional staff members, the Student Proctor will oversee the functions of the library and other student employees during evening hours. The Student Proctor will represent the library's policies and procedures, and will act as the main problem solver while following guidelines and safety procedures established by the library and campus security. In addition, the Student Proctor will ensure that all computers and other public equipment are operating properly and will aid students with printers, copiers, microfilm equipment, and locating books and journals.

4. DUTIES AND RESPONSIBILITIES:

- Provide security supervision within the library during evening hours.
- Know and understand the library's policies and procedures in order to enforce them and use them to make decisions.
- Move about all floors of the library and supervise study and screening rooms on a continuous basis.
- Monitor and confront inappropriate activity, noise levels, and other policy violations.
- Maintain and provide user assistance for library equipment and collections as needed. This includes shelving and shelf reading in areas such as the reference collection and assisting patrons with public computers, printers, scanners, and microfilm readers.
- Supervise and mentor student circulation workers and book shelvees. Provide on-the-job training that reviews library policies and procedures when necessary.

- Follow closing procedures and close the library building each evening.
- Perform other duties as assigned.

5. JOB SKILLS:

This student must be punctual, dependable, and able to follow directions. In addition, they must have a proven ability to assume responsibility, work independently, take initiative, and use good judgement. Excellent communication skills via email and phone are required. Applicants must also feel comfortable enforcing library policies for all users including student circulation assistants and student patrons. The student in this position will need to answer questions pertaining to circulation matters and library policies to other student employees and patrons – having a friendly customer service philosophy and exemplary interpersonal skills are necessary.

6. NUMBER OF HOURS: 11-15

7. WORKING HOURS: Sunday-Thursday 7:00 p.m. – 11:00 p.m.
Friday 6:00 p.m. – 9:00 p.m.