

## **CCC - Saturday Assistant, Library Job Description**

The Saturday assistant will work on Saturdays from 9am until 2pm.

### **Duties:**

- Troubleshoot computer and printer issues
- Assist with group study room reservations
- Assist students in finding and checking -out library resources
- Provide library assistance by phone and online via email and live chat
- Issue TexShare Cards
- Assist students in filing Interlibrary Loan requests