

EMO PUBLIC LIBRARY		
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POSITION TITLE: Summer Student Assistant Librarian/Co-Op Student

GENERAL SUPERVISOR: CEO/Librarian; in his/or her absence, the CAO/Clerk.

Position Summary:

The Student Assistant Librarian is responsible for aiding the CEO/Librarian. They will be responsible for performing general duties as needed in the library while the CEO/Librarian is away. There will be opportunity for the Student Assistant Librarian to work collaboratively with the CEO/Librarian for planning programs and events throughout the term for library patrons.

Direction Received:

The Administrative Services Clerk performs duties and responsibilities of the position under the direction and supervision of the CAO/Clerk and the Deputy Clerk-Treasurer.

General Duties:

1. Performs circulation duties as necessary, checking out library materials, discharging items, processing and renewing member registrations, shelving returned materials, shelf reading, taking hold requests, collecting fees and fines, taking registrations for programs, assisting with photocopying/faxing/printing, assisting with computers and patron technology as able.
2. Instructs and assists library patrons in the use of the internet and online databases.
3. Responds to patron questions and situations in accordance with library and Township of Emo policies in a manner to enhance the reputation of the library.
4. Assists patrons to locating materials and information in the library, on the internet, and in the library's e-resources.
5. Demonstrates a positive attitude and supports library goals and objectives.
6. Obligated to protect the privacy of library patrons.
7. Performs other duties as assigned

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Other

1. Work as a team with the Customer Services Clerk to meet peak customer services demands.
2. Assume additional duties in absence of Customer Service Clerk.
3. Undertake additional responsibilities as directed.

Qualifications:

1. Returning to secondary or post-secondary studies in the Fall.
2. Excellent management, organization, communication, and interpersonal skills required with an ability to multi-task.
3. Experience using common office software applications, including Microsoft Office Suite required.
4. Proven ability to adapt to new job requirements, learn new software applications, and comprehend legislation and regulations.

Effort:

WORKING CONDITIONS

Usual public library conditions with a high public profile in administrative and organization; work is subject to occasional interruption.

Usual hours of work are 10 am to 5 pm, Monday to Friday. The typical work week is 35 hours.

Most of the day is spent indoors, there will be occasional outdoor components where corresponding activities have been planned.

There is a risk of exposure to potentially dangerous or abusive people entering the library. Staff will be trained to follow our workplace violence and harassment policies with protocols to ensure their safety where applicable.