

Anderson County Library – Pendleton – Customer Service Work-Study

**DEPARTMENT:** Off Site

**JOB TITLE:** Anderson County Library Work-Study Position

**SUPERVISOR:** Brady Crocker  
Ruby Hicks RH120  
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864-646-1571

**DUTIES:**

The student will support the library by performing various library functions and clerical duties. They will provide customer service by helping patrons and staff, processing transactions in our stores and restocking/reshelving store and library materials. Perform other duties as assigned by Anderson County Assistant Library Director or assigned library staff.

Training will be provided to cover job responsibilities and expectations.

**QUALIFICATIONS:**

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary.

**SCHEDULE:**

The schedule for this job is flexible during the hours of 10:00am – 6:00pm, Monday, Wednesday, & Friday. 10:00am – 8:00pm Tuesday and Thursday.

**HOURS PER WEEK:** Up to 20 hours per week, dependent upon workload

**PAY INFORMATION:** \$15 per hour

**Location:** Anderson County Library Pendleton Branch – 650 S. Mechanic St, Pendleton, SC 29670