

Work-Study Position Data Request

The College Work-Study Program is a federally/state-funded, campus-based financial aid program with a limited number of funds for **students who have documented financial need** and who want to earn part of their educational expenses while attending college. **Students interested in College Work-Study must have a current FAFSA on file in Financial Aid to determine financial need and eligibility.**

Students must submit an application online and indicate which position(s) in which they are interested, along with a copy of their current class schedule. Incomplete applications will be discarded. Applications will not be kept on file once a position is filled. For more information on the Work Study Program or to apply for open positions, please visit www.Kilgore.edu/student-jobs.

1. Department or Office requesting work-study: Watson Library
2. Position Title: Student Assistant/Library Aide
3. Number of positions available: 1
4. Date/Term student needed: 2026-27 Fall/Spring/Summer
5. Rate of Pay: \$10.00/hour

Description of duties:

Assist patrons. Check items in/out. Shelf books. Keep library neat. Help with printing. Operate cash register. Process newspapers. Keep census. Check thermostats/projectors. Greet patrons. Disinfect surfaces. Add money to print accounts. Make announcements. Turn lights on/off. Monitor food/drinks in library. Put up serials. Manage lost and found. Find books for patrons. Find database resources for patrons. Answer phone. Be prepared in case of emergency. Convert RFIDs. Take fines. Shelf reading.

Work schedule will be determined with supervisor around student course schedule.

Requirements/Skills Required:

Ability to alphabetize. Ability to put decimals in numeric order. Ability to make change. Good ethics. Able to lift 30 lbs. Able to push 200 lb cart. Very patient with public.

Preferred Availability:

☐	Sunday	☐	Morning	☐	Midday/Afternoon	☐	Evening
☒	Monday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Tuesday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Wednesday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Thursday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Friday	☒	Morning	☒	Midday/Afternoon	☐	Evening
☐	Saturday	☐	Morning	☐	Midday/Afternoon	☐	Evening

Once an application is submitted, the Financial Aid Office will determine eligibility and forward the information to the respective Departments. Interviews will be conducted by the Department listed on the job description. Once a position is filled, the job posting will be removed from the website and other job posting areas.