



# Access Services Conference 2009 Unlocking the 21<sup>st</sup> Century Library! Atlanta, GA

## Managing Student Assistants

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# Hiring and Training Pre-2005

- 20 student assistants
- In house hiring process handled by “day” circulation supervisor
- One-on-one training by circulation supervisor on duty
- Began working on first day of class
- First week devoted to completing:
  - Hiring paper work
  - Tours of library and service point
  - Training manuals



# Hiring

- Expanded library hours
- Increased to 70+ student assistants
- Online application process
  - 200+ applicants
- “Drop-in” interviews during 1<sup>st</sup> week of classes
- Hiring criteria
  - Work study status
  - Availability
  - Willingness to attend mandatory orientation



# New SA Orientation

- New Student Assistant Orientation is held the Sunday after classes begin
- Orientation purpose
  - Complete hiring paperwork
  - Meet all (8) circulation supervisors
  - Tour library and service points
  - Introduce employment basic dos/don'ts
  - Finalize work schedules
- New SA's start work the Monday after orientation



# Training

- Supervisors oversee the training of all student assistants
  - Senior student assistants assist with training
  - Individual training checklist
  - Utilize training tools
    - LC Easy
    - Funbrain.com



# Returning SA Orientation

- Mandatory re-orientation is held the Monday before classes begin
- Purpose of re-orientation
  - Confirm work schedules
  - Complete new contact information
  - Provide updates & changes
  - Reintegrate key policies
- Returning SA's work the first week of school while the new SA's are hired

