


Managing Student Assistants

Kimberly Burke Sweetman

Managing Student Assistants: A How-To-Do-It Manual for Librarians

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even if a volunteer, intern, work-study pupil or part-time employee, scholars could be a useful part of the library's staff. With their benefits, however, come certain challenges. Kimberly Burke Sweetman, a widespread presenter of administration workshops, stocks functional counsel for profiting from scholars on your organization. She examines the basics: construction the case for scholar staff on your library, designing the position, drafting the activity description, and getting ready for the hiring process; then walks you thru ads the position, recruiting the best candidates, and interviewing effectively. this is the sensible recommendation you must recruit, hire, orient and educate scholar staff -- in addition to encourage and trainer them appropriately, to lessen turnover. This advisor is stuffed with examples, checklists, forms, templates, and exercises.

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