



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

Kimberly Burke Sweetman

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Whether a volunteer, intern, work-study student, or part-time employee, students can be a valuable part of the library's staff. With their benefits, however, come unique challenges. Kimberly Burke Sweetman, a frequent presenter of management workshops, shares practical guidance for making the most of students in your organization. She examines the basics: building the case for student workers in your library, designing the position, drafting the job description, and preparing for the hiring process; then walks you through advertising the position, recruiting the right candidates, and interviewing effectively. Here is the practical advice you need to recruit, hire, orient, and train student workers as well as motivate and coach them appropriately to minimize turnover. This guide is filled with examples, checklists, forms, templates, and exercises.

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