Library Student Assistant (Acquisitions)

Library

Academic Year 2023-2024

Duties/Responsibilities:
- Minor book repairs, reshelving, inventory and display
- Accurate data-entry
- Cross-train within the Collections Technical Department as needed
- Perform related duties as required within the job level of responsibilities

Requirements/Preferences:
- Able to lift books/bins weighing up to 20+ lbs
- Excellent relations with co-workers and ability to accept direction from supervisors
- Flexibility and ability to adapt rapidly to new challenges
- Efficient time management to meet delivery deadlines
- Detail-oriented
- Strong Communication Skills

Start date: Sept 2023
End date: May 2024

Work Schedule:
Mon & Wed, flexible hours, between 9am-4pm

Hours Per Week: 6-8
Pay Rate: $16.78 per hour

To apply, please submit student employment application to Cris Sevilla-Pappas at msevillapapp@oxy.edu