Duties/Responsibilities:

Main duties are to process newly acquired library material (books, journals, videos, scores, and other formats) ready for circulation: Prepare and apply spine labels, property stamp, and encase as necessary. Verify work before releasing material to Circulation. Assist with regular database maintenance workflows, such as withdrawing out of date or damaged material and preparing bimonthly bindery shipments. Assist with preparing un-cataloged material by creating PDFs and spreadsheets. Assist with other database maintenance projects as assigned.

Qualifications:

Demonstrated ability to meet deadlines, follow instructions exactly, remember details, and work accurately and independently. Attention to detail is a must!

Start date: August 20, 2023

End date: May 11, 2024

Work Schedule: Monday – Friday, between 9:00am – 5:00pm

Hours Per Week: up to 8

Starting pay rate: $16.78

Work Award: Yes

To apply, please submit a student employment application to Robert Fung: rfung@oxy.edu