



# Resource Sharing Student Assistant *Library*

---

*Summer 2026*

**Duties/Responsibilities:**

- Process interlibrary-loan requests for both borrowing and lending of materials.
  - Follows copyright restrictions for lending.
  - Finds print and electronic resources.
  - Scans and sends articles and book chapters.
  - Prepares packages for shipment.
- Performs other duties as needed.

**Qualifications:**

- Comfortable learning and working with new software.
- Able to push library carts and carry heavy materials.
- Attention to detail is very important.

**Start date:** May 10, 2026

**End date:** August 15, 2026

**Work Schedule:** Monday – Friday: 11:00 AM – 1:00 PM

**Hours Per Week:** 8 – 10 hours a week

**Starting pay rate:** \$18.13 per hour

To apply, please submit student employment [application](#) to [lmudica@oxy.edu](mailto:lmudica@oxy.edu)