



Acquisitions Student Library Assistant *Library*

Summer 2025

Duties/Responsibilities:

Main duties are to process newly acquired library material (books, games, DVDs, and other formats) to be ready for circulation: covering books, applying labels, and securing loose pieces. Assist with collection maintenance by performing inventory checks, updating information in the library database, and reprocessing materials. Help with shipments by sorting mail, unpacking boxes, and packing outgoing shipments as needed. Assist with other 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: May 11, 2025

End date: August 16, 2025

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

Hours Per Week: 5

Starting pay rate: \$17.28/hr

To apply, please submit student employment [application](#) to Christine Boomhower: boomhower@oxy.edu