



Resource Sharing Student Assistant *Library*

Fall 2025

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: August 17, 2025

End date: August 16, 2025

Work Schedule: Monday – Friday: 9:00 AM – 5:00 PM

Hours Per Week: 8 – 10 hours a week

Starting pay rate: \$17.87 per hour

Work Award: Yes

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