



# Periodicals Student Library Assistant *Library*

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*Fall 2024 - Spring 2025*

**Duties/Responsibilities:** Duties will include many functions of the department including the processing of periodicals, mail, and daily newspapers, using an automated system, and shelving the current periodicals in the specific areas of our collection. Other special duties may be assigned during the work day.

**Qualifications:** Dependable, attention to detail, willingness to work and take directions, and able to work independently and on a team. Physically able to lift books weighing 30+ lbs.

**Start date:** 08/18/2024

**End date:** 05/10/2025

**Work Schedule:** To Be Arranged, (Dept. Hours: 9:00am-5:00pm)

**Hours Per Week:** 5-10

**Starting pay rate:** \$17.28 per hour

**Work Award:** Yes

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