



Cataloging Student Assistant

Library – Technical Services

Fall 2024 - Spring 2025

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 Assist with regular database maintenance workflows, such as withdrawing out of date or damaged material and preparing monthly bindery shipments. Assist with other database maintenance special 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 18, 2024

End date: May 10, 2025

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

Hours Per Week: 10

Starting pay rate: \$17.28/hr

Work Study: Yes

To apply, please submit student employment [application](#) to Robert Fung: rfung@oxy.edu