



## PERIODICALS STUDENT LIBRARY ASSISTANT *Library*

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*Summer 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 their specific areas. 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 a book weighing 30+ lbs.

**Start date:** 05/11/2025

**End date:** 08/16/2025

**Work Schedule:** To be arranged  
Department Hours: 8:00am-5:00pm  
Work Days: Monday - Friday

**Hours Per Week:** 10 to 15 hours per week

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

**Additional Information:** Application with references is required.  
Informal interview is required.

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

