



User Services Student Assistant

User Services, Library

Summer 2023

Duties/Responsibilities:

Provides customer service at the Information Desk; this includes frequent interaction with library patrons, checking materials and tech lending items in and out, answering phones, sending emails, and other clerical duties as assigned. Will shelve library materials, page books from the stacks and participate in other duties related to collection maintenance.

Qualifications:

- Must be comfortable engaging respectfully with people from all backgrounds, including a diverse population of students, faculty, staff and the public.
- Must demonstrate a friendly and welcoming demeanor, strong interpersonal skills, and cultural sensitivity.
- Must be detail-oriented and resourceful; open to training and learning library policies and procedures.
- Physical aspects of the job include bending to shelve books, pushing book-carts, using stairs or elevators, and sitting at the Information Desk.

Start date: 05/22/2023

End date: 08/19/2023

Work Schedule: 9am-5pm (full-day shift or partial, depending on availability)

Hours Per Week: flexible

Starting pay rate: \$16.04/hr and Effective 07/01/2023: \$16.90/hr

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

