



User Services Student Assistant

*Library, Collections, Systems, and
Services*

Summer 2025

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: May 11, 2025

End date: August 16, 2025

Work Schedule: Monday through Friday, 9AM – 1PM; 1PM – 5PM.

Hours Per Week: 20 - 40.

Starting pay rate: \$17.28/hr. (\$17.87/hr. effective July 1, 2025)

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