



Library Student Assistant (Acquisitions)

Library

Summer 2020

Duties/Responsibilities:

- Process incoming and outgoing interlibrary loan requests via Link+ integrated systems
- Verify, locate, prepare and ship lending and borrowing transactions
- Ensure materials are sorted and labelled properly for accurate and timely delivery
- Cross-train within the Collections Department as needed
- Perform related duties as required within the job level of responsibilities

Requirements/Preferences:

- Able to lift books/bins weighing up to 30-50lbs
- Excellent relations with co-workers and ability to accept direction from supervisors
- Flexibility and ability to adapt rapidly to new challenges
- Efficient time management to meet delivery deadlines
- Detail-oriented

Start date: May 18, 2020

End date: August 2020

Work Schedule:

9am – 1pm (Mon-Fri)

Hours Per Week: 20

Pay Rate: \$14.25/hour, \$15 effective July 1st

To apply, please submit student employment [application](#) to Maria Cristina Sevilla-Pappas at msevillapapp@oxy.edu