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 Assist with regular database maintenance workflows, such as withdrawing out of date or damaged material, and preparing and receiving bi-monthly bindery shipments. Assist with other database maintenance 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: September 20, 2021
End date: May 14, 2022
Work Schedule: Hours between 9:00am to 5:00pm, Monday to Friday
Hours Per Week: 8 hours maximum
Starting pay rate: $15.00

To apply, please submit student employment application application to Robert Fung at rfung@oxy.edu