



Library Student Assistant (Acquisitions)

Library

Summer 2022

Duties/Responsibilities:

Summer clean-up/reorganization projects include:

- Minor book repairs, reshelving, inventory and display
- Back-office clean-up in preparation of the Fall semester
- Accurate data-entry
- Cross-train within the Collections Technical 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+ lbs
- 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 2022

End date: August 2022

Work Schedule:

Mon-Thurs, 830AM-5PM (negotiable)

Hours Per Week: 32

Pay Rate: \$15.00/hour, \$16.04 effective July 1st

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