



PERIODICALS STUDENT LIBRARY ASSISTANT

Library Serials

Summer 2022

Duties/Responsibilities: Duties will include many functions the department including processing of periodicals, mail, and daily newspapers, using an automated system, and shelving the current periodicals in their specific areas. Other special duties may be assigned during the work day.

Qualifications: Dependable, attention to detail, willingness to work and take directions, and able to work independently and on a team. Physically able to lift book weighing 30+ lbs.

Start date: 05/15/2022

End date: 08/20/2022

Work Schedule: To be arranged
Department Hours: 8:00AM-4:30PM
Work Days: Monday - Friday

Hours Per Week: 8 to 16 hours per week

Starting pay rate: \$15.00 per hour

Additional Information: Application with references is required.

Informal Interview is required.

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