



## User Services

### Student Assistant

*User Services, Library*

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*Spring 2022*

**Duties/Responsibilities:** Provides customer service at the Information Desk. Activities include check-out and check-in materials and equipment, answer phones, process course reserve items, and other clerical duties as assigned. Will interact with students, faculty, staff, and administrators. Persons in this position will circulate resource sharing items, shelve library materials, and participate in other stack maintenance activities

**Qualifications:** Persons in this position must be motivated to work with the public (students, faculty, and staff) and be a self-starter. Ability to lift heavy books, push heavy book carts, and withstand exposure to dust is required. We will give preference to persons willing to continue working during the fall and good with details and some job-related experience.

**Start date:** January 18, 2022

**End date:** May 6, 2022

**Work Schedule:** The Library is open from 8am-midnight, Monday-Thursday, 8am-10pm Friday, 10am-10pm Saturday, 10am-midnight Sunday. Students can work with supervisors to schedule shifts during this time.

**Hours Per Week:** flexible; between 4-8 hours/week preferred

**Starting pay rate:** \$15.00 per hour

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

