Duties/Responsibilities:

Facilitate the resource sharing operations of Occidental Library, which obtains materials for patrons from other libraries and provides the same service in return. Under the direction of the Resource Sharing Specialist, the student assistant is expected to:

- Manage incoming requests for materials from other libraries.
- Retrieve and process library materials requested by other libraries.
- Scan requested articles and ensure their digital delivery to borrowing libraries and our own patrons.
- Prepare LINK+ items for courier pick up and ILL items for mailing to borrowing libraries.
- Check in library materials as they are returned from the borrowing libraries.
- Perform a variety of duties as needed such as: follow up on overdue notices, maintain expired holds, etc.
- Support the general operations of User Services by performing tasks such as reshelving library materials, as needed.

Qualifications:

Must be dependable, reliable, accurate, and detail-oriented. Willing to learn and adopt any new technology in the work process. Basic computer skills and web searching required; familiarity with library catalog and general library usage preferred.

Start date: 8/30/21

End date: 12/14/21

Work Schedule: Daily

Hours Per Week: 8

Starting pay rate: $15.00

To apply, please submit student employment application to jrandolph@oxy.edu