



Teaching, Learning, & Research Support Student Assistant *Library*

Spring 2023

Duties/Responsibilities:

- Develop educational resources to share with Oxy community (tutorial videos, written guides, creative exercises).
- Copy and scan documents
- Gather and compile information as requested
- Run miscellaneous errands on campus, as needed
- Other duties as necessary
- Design outreach materials, including flyers and posters
- Edit instructional videos
- Contribute to Oxy library social media (Instagram and TikTok). This includes planning a content calendar and filming/creating content for the platforms.

Qualifications:

- Excellent verbal and written communication skills
- Good understanding of current Windows and/or Mac operating systems, office applications, and web browsers.
- Experience with graphic design platforms such as Canva and Adobe Suite.
- Experience with video editing and using software such as Adobe Premiere Pro.
- Willingness to learn and adapt to different technologies and procedures.
- Persons in this position must be motivated to work with the public (students, faculty, and staff) and be a self-starter.
- Approachable, sociable, and patient, esp. with different kinds of learners.
- Curiosity to learn skills and subjects outside of one's comfort zone; ability to have one's ideas and expertise challenged; self-motivated and self-directed learner.
- Punctuality, dependability, and ability to follow through with tasks.
- Strong communication skills.
- Ability to maintain and exist in a space that honors differences in gender, race, ethnicity, sexuality, class, religion, language access, mental, and physical ability

Start date: January 23, 2023

End date: May 12, 2023

Work Schedule: TLRs typically works from 8am-6pm M-F. Students can work with supervisors to schedule shifts during this time.

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

Starting pay rate: \$16.04/hr

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

*Please note the Library can only hire work-study students. *