



User Services Student Assistant

User Services, Library

Summer 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: May 15, 2022 **End date:** August 20, 2022

Work Schedule: The Library is open from 9am-5pm. Students can work with supervisors to schedule shifts during this time.

Hours Per Week: flexible; up to 40 hours a week **Pay rate:** minimum wage

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