Resource Sharing Student Assistant
Library
Fall 2019

DUTIES/RESPONSIBILITIES:
Process requests from other libraries and search in the library catalog for material owned by Occidental College. Follows copyright restrictions for lending and finds print and electronic resources from the stacks and online databases. Scan and send articles/book chapters electronically. Package and label material to ship via USPS, courier or FedEx.

REQUIREMENTS:
Must be comfortable working with PC’s and learning new software. Would need to push loaded carts and go up and down 3 flights of stairs. Attention to detail and attendance is important. Communicates well and willing to ask questions if instructions are unclear.

Employment Period: 08/11/2019 – Spring 2020
Work Schedule: M-F 8AM – 5PM
Starting Pay Rate: $14.25/hour
To apply, please submit student employment application to Carol Siu at:
csiu@oxy.edu