

Student Assistant Job Description Library (Technical Services)

Library Technical Services Student Assistants perform a variety of behind-the-scenes tasks that support the technical services staff in the library.

Job Duties:

- Assist with physical processing of new books including affixing property stamps, spine labels, and security strips, and applying dust jacket covers.
- Unpack shipments of books and place the books on book trucks, as well as transfer books from book trucks to shelves.
- Assist with book maintenance including mending, removing old spine labels, and erasing pencil markings.
- Type up call number spine labels on a computer or typewriter.
- Retrieve books from the collection for relabeling or reprocessing projects.
- Assist with publicizing Open Educational Resources (OER) events and Zero Textbook Cost (ZTC) offerings.
- Other duties as assigned.

Ability to:

- Communicate effectively.
- Understand and follow oral and written directions.
- Perform tasks accurately, thoroughly, and neatly, paying close attention to detail.
- Interact professionally with other staff.
- Lift papers, files, equipment, and material weighing up to 10 pounds; occasional lifting up to 25 pounds.

Qualifications/Experience:

Library experience is not needed but is desired. Clerical experience is a plus.

Schedule:

Looking for a student assistant to work long term, if possible—at least 2-3 consecutive semesters. Maximum 6 hours a week.

Must be able to work Monday through Friday between 9:00 a.m. and 4:30 p.m. (evening hours can be negotiated once the student assistant begins).

Rate: \$16.90/hr

Hours: max 6 hours/week

Closing Date: Open until filled, will be recruiting on a first-come-first-served basis *in-person position; no remote work*

QR Code Link to Application:



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