

The United Library

Technical Services Student Assistant

The student will work regular shifts of 9-10 hours per week in a set schedule that is built around his/her classes and other academic commitments. Work shifts will fall between the hours of 8:30am and 4:30pm Monday through Friday. The student will work independently, but under the supervision of a library staff member.

Student assistants may be asked to work on any or all of the following projects:

Tagging books and materials with RFID tags

Copy cataloging

Processing new books: stamping, creating spine labels, affixing book plates

Minor book repair

Digitization and OCR processing of old and fragile books

Shelving, book shifting, shelf reading, book retrieval, general stacks maintenance

Assisting with various clean-up projects as directed

Other tasks as assigned

Required skills: Excruciating attention to detail, computer literacy, manual dexterity, ability to lift up to 15 lbs., data entry speed and accuracy, ability to follow directions and work independently. However, questions relating to procedures and task-related issues are expected and encouraged.

Previous library experience preferred.

The Circulation and Public Services Librarian is the direct supervisor in regard to scheduling and payroll matters; student will work with other full-time library staff as directed. Requests for changes to the set schedule must be made via email to both the Public Services Librarian and the supervising staff member, preferably 48 hours in advance of the occasion. It is up to the student to make up the missed hours at a time amenable to the supervising staff member.