



# CAMPUS EMPLOYMENT JOB POSTING

FOR MORE INFORMATION CONTACT  
ADMINISTRATOR CAMPUS EMPLOYMENT  
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**JOB TITLE**                      **STUDENT LIBRARY ASSISTANT**  
**DEPARTMENT**                **PATERSON LEARNING COMMONS**  
**PROGRAM RELATED**   N/A

## QUALIFICATIONS

- Experience working in a customer service position and/or library would be an asset
- Familiarity with library-specific organization systems (Library of Congress Call Numbers, Subject Headings, MARC format), and using a library catalogue
- Excellent written and verbal communication skills, computer skills (MS Office, PowerPoint, Word, Excel, & Outlook), and online research skills (library databases, advanced search tools)
- Hands on experience with all or some aspects of 3D print production would be an asset

## DUTIES

- Assist with processing and shelving library material, shelf reading, and library displays
- Assist students, faculty and staff at the Public Service Desk - provide basic circulation services such as checking materials in and out, renewals, equipment booking, photo ID, placing holds, assisting with study room bookings, searching for missing items, collecting fines, collecting money for print balances etc.
- Refers complex circulation and reference requests to Library Technicians
- Review on line Program Guides to check for broken links and errors. Assists with researching best practices for program guides. Updates guides as directed by library staff members
- Assist with the operation of the Library's 3D printers and Makerspace equipment
- May assist the library's Marketing and Outreach Library Technician with researching, writing, editing and implementation of promotional materials

VACANCIES	1	JOB START DATE	MAY 2024
PAY RATE	\$16.55/hr	JOB END DATE	AUGUST 2024
DEADLINE TO APPLY	Friday, April 19th, 2024		
HOURS	As scheduled to a maximum 120hrs per eligible semester		

### HOW TO APPLY:

*Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT [succicommons.com/student-jobs](http://succicommons.com/student-jobs)*