

## Work-Study Job Description

**Job Title: Library Assistant**

**Department Name: Learning Resource Center**

**Hiring Supervisor: Joshua Shulman**

**Hiring Supervisor's Email: [joshuashulman@scuhs.edu](mailto:joshuashulman@scuhs.edu)**

**Rate of Pay: \$18.00/hour.**

**Average number of Work Hours per Week (*cannot exceed 20 hours*): 10 - 20**

**Location: Learning Resource Center**

**Number of Positions Requested: 3**

### **Job Duties and Responsibilities**

- Main desk duties – Greet LRC users, respond to questions and requests for materials, book study rooms for testing, maintain quiet environment, and ensure users adhere to LRC policies
- Circulation – Check out and return library materials such as books, journals, and models
- Cataloging – Light cataloging duties for incoming books and journals
- Straighten out and maintain study areas, general collection, testing rooms
- Assist students with copiers, scanners, and computers as necessary
- Other light administrative projects will be assigned

### **Minimum Job Qualifications**

- Minimum cumulative GPA of 3.0 or higher
- No behavioral or disciplinary disputes
- Approved by the Student Services Office
- Must be a term 2 student or later in your program

## **Educational Benefits/Learning Outcomes**

- Learn how to locate and use LRC information resources
- Provide academic support to campus community
- Quiet work environment
- Flexible schedules to work around class

**To apply for this position, send your resume to: [joshuashulman@scuhs.edu](mailto:joshuashulman@scuhs.edu)**

**SCU reserves the right to change the duties of the job description at any time.**

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