**Student Assistant Job Description**

**Department:** Library  
**Supervisor:** Pamela Baird/Michele Van Hoeck

**Job Title:** Library Student Assistant (FWS/Non-FWS) Fall ’20  
**Hours to be Worked:** Maximum 20 hours/week; Variable shifts from 7:30am-10pm

**Pay Level:** 1  
**Hourly Pay Rate:** $13.00 - $14.00

**Job Summary (purpose of nature of work):**
Assist with routine Library functions such as circulating library materials, fielding questions about library resources and services, and data entry. Assist with Outreach events. Enforce Library policies. When applying, please indicate on Resume your Major and year of graduation.

**Job Duties:**
- Circulation Desk – check out/check in Library books, DVDs, equipment
- Keeps public spaces orderly
- Shelves books, periodicals, and DVDs
- Responds to security alarm
- Understands how to use Library information resources and when to refer patrons to librarians for research help
- Other duties as assigned

**Required (or Preferred) Skills, Knowledge, and Abilities:**
- Knowledge of Cal Maritime Library and services (preferred)
- Ability to provide excellent customer service
- Ability to keep reliable hours
- Attention to detail

Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.