Department: Library  
Supervisor: Pamela Baird

Job Title: Student Assistant – Library  
(Federal/Non-Federal Work Study)

Hours to be Worked: Maximum of 20/hrs per week;  
Variable shifts from 7:30am-10pm

Pay Level: 1  
Hourly Pay Rate: $15.00

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.

Job Duties:

- Circulation Desk – check out/check in Library books, DVDs, equipment
- Keep public spaces orderly
- Shelve books, periodicals, and DVDs
- Respond to security alarm
- Understand how to use Library information resources and when to refer patrons to librarians for research help
- Other duties as assigned
STUDENT ASSISTANT JOB DESCRIPTION

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