

STUDENT ASSISTANT JOB DESCRIPTION

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

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