STUDENT ASSISTANT JOB DESCRIPTION

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<tr>
<th>Department: Library</th>
<th>Supervisor: Pamela Baird</th>
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<td>Job Title: Summer Bridge Student Assistant – Library</td>
<td>Hours to be Worked: Max 30/hrs per week</td>
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<td>Pay Level: I</td>
<td>Hourly Pay Rate: $15.50/hr</td>
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**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 library books and equipment
- Keep public spaces orderly; enforce health & safety protocols in building
- Data entry for a variety of library projects
- Shelve library books and periodicals
- Refer patrons to librarians for professional assistance
- 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
- Adhere to uniform and grooming standards

**Title IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

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Edited 9/2020
Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.