

Job Title:	Student Library Assistant, University
Job Description:	The Health Sciences Library (Library) seeks federal work-study students to work on an hourly basis, in the evenings, on weekends, but also during regular business hours. The library offers flexible work schedules for the academic year and summer quarter at the Health Sciences Library located in the CHSU College of Osteopathic Medicine (COM).
Reports to:	Director of Health Sciences Library, Health Sciences Library
Classification:	Staff, Part Time, Non-Exempt
Essential Duties:	The essential functions or job duties of the position are as follows: • Assist students, faculty, and staff with circulation, directional, reference, or technical requests by providing the needed information or forwarding the requests to librarian personnel. • Copy, print, or scan library-related documents and materials upon request. • Conduct inventories of print texts, anatomical models, technology, and other circulating materials. • Ensure all Library equipment and technology are functioning and assist with software updates. • Review and report any e-resources linking issues on the library's website. • Assist with other Library-related duties and responsibilities as needed.
Qualifications/ Education:	Skills & Experience: • Eligible for work-study • Maintain acceptable academic standing • Excellent verbal and written communication skills • Creative, personable, and dependable • Ability to work independently and as a part of a team • Willing to straighten up and keep the library looking presentable • Ability to maintain a high level of professionalism and conduct
Compensation:	Hourly range for this position is \$16.90.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume, and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Student Library Assistant** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (I-9) requirements.