

Job Title:	Student Library Assistant, College of Osteopathic Medicine
Job Description:	The Health Sciences Library (Library) seeks student library assistants to work on an hourly basis, in the evenings, on weekends, or during regular business hours. The library offers flexible work schedules for the academic year at the Health Sciences Library located in the CHSU College of Osteopathic Medicine (COM) building at 2500 Alluvial Avenue.
Reports to:	Director, Health Sciences Library, Health Sciences Library
Classification:	Staff, Part Time, Non-Exempt
Essential Duties:	<p>The essential functions or job duties of the position are as follows::</p> <ul style="list-style-type: none"> • 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; assist with software updates as needed. • Review and report any e-resources linking issues on the library's website. • Assist with other Library-related duties and responsibilities as needed. <p>In the execution of job duties, staff must abide by all CHSU policies and procedures. This job description is not intended to be all inclusive and staff will also perform other reasonably related duties as assigned.</p>
Qualifications/ Education:	<p>Education:</p> <ul style="list-style-type: none"> • Maintain acceptable academic standing <p>Skills & Experience:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills • Creative, personable, and dependable • Ability to work independently and as part of a team • Willing to clean and keep the library looking presentable • Maintain a high level of professionalism and conduct
Compensation:	Salary range for this position is \$16.50 per hour.

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.