

<b>Job Title:</b>	<b>Health Sciences Library Student Assistant, University</b>
<b>Job Description:</b>	The Health Sciences Library (Library) seeks 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) building.
<b>Reports to:</b>	Director, Health Sciences Library
<b>Classification:</b>	Staff, Part Time, Non-Exempt
<b>Essential Duties:</b>	<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> <ul style="list-style-type: none"> <li>• Assist students, faculty, and staff with circulation, directional, reference, or technical requests by providing the needed information or forwarding the requests to librarian personnel.</li> <li>• Copy, print, or scan library-related documents and materials upon request.</li> <li>• Conduct inventories of print texts, anatomical models, technology, and other circulating materials.</li> <li>• Ensure all Library equipment and technology are functioning and assist with software updates.</li> <li>• Review and report any e-resources linking issues on the library's website.</li> <li>• Assist with other Library-related duties and responsibilities as needed.</li> </ul>
<b>Qualifications:</b>	<p><b>Skills &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Eligible for work-study</li> <li>• Maintain acceptable academic standing</li> <li>• Excellent verbal and written communication skills</li> <li>• Creative, personable, and dependable</li> <li>• Ability to work independently and as part of a team</li> <li>• Willing to clean and keep the library looking presentable</li> <li>• Maintain a high level of professionalism and conduct</li> </ul>
<b>Compensation:</b>	CHSU offers a competitive benefits and compensation package. Salary range for this position is \$16.50 an 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](mailto:careers@chsu.edu) and type **Health Sciences Library Student Assistant** in the subject field of the email.