



Library Assistant—student position

Hours	5-15 hours per week (may include evenings and Saturdays)
Term	1-3 years
Supervisor	Brandon Board, bboard@ambs.edu
Compensation	\$10.00 per hour

Responsibilities include but are not limited to:

- Providing prompt, friendly assistance to library users, including appropriate referrals to librarians for further assistance.
- Using library computer system to circulate materials to patrons and fill interlibrary loan requests.
- Shelving and handling of library materials.
- Assists with other library functions as needed, including:
 - Physical processing of new materials
 - Scanning materials for courses, students, and interlibrary requests
 - Opening and closing the library building on schedule
 - Maintaining library shelves in a neat and orderly condition

Qualified applicants are all of the following:

- Skilled in customer service, including relating to people of diverse ethnic/cultural groups.
- Comfortable with library resources and research tools: reference materials, books, journals, library search systems.
- Familiar with basic library functions: circulation, shelving.
- Reliable and punctual; available to work shifts needed.
- Able to stoop, bend, reach, lift 25+ lbs.; possess visual acuity.

International students, persons of color and members of other underrepresented groups are encouraged to apply.

Successful completion of library training and circulation/shelving skill tests is a condition of ongoing employment.

Schedule is set in advance, and is generally the same week-to-week. Student library assistants are typically responsible for one evening per week, and one Saturday per month, though this varies by semester.

Non-students (including student spouses) may be considered if no qualified students are available.

Posted at www.ambs.edu/admissions/student-employment on April 2, 2019