

Periodicals Student Assistant

The library subscribes over 850 periodicals annually and store bound periodicals from 1950 to current. The student assistant will play an important role in managing the current and bound periodicals and the stacks. Responsibilities include using the library system to check in new periodicals, shelving periodicals, preparing library items for the bindery, maintaining the bound periodical stacks, and additional duties as assigned by the supervisor.

Schedule: 10-12 hours per week

Qualifications

- Strong attention to detail
- Good communication skills (questions, issues, work schedules etc.)
- Ability to carry a box/boxes of periodicals (up to 20 pounds)