

Pasadena City College
Shatford Library – Circulation Desk
Job Announcement: Student Worker (2 positions)
For the 2019-2020 Academic Year

Description: Under the supervision of the Access Services Librarian and Library Technicians, the student worker will serve as the public face of the Shatford Library working at the Circulation Desk. This is a PART-TIME HOURLY position (approx. 10-15 hours per week, \$12.00/hr). Hours will vary based on library need, but availability on Tuesdays and Fridays is desired. We are seeking individuals who have the ability to provide quality customer service to our library users.

Examples of Tasks and Duties:

- Properly handle money/make change
- Perform various circulation tasks: utilize the library's management system to check-out and check-in materials, collect and post fines, locate reserve materials, renew or place holds on items, etc.
- Answer general questions, assist library users with locating items, and answer the telephone
- Explain and uphold library policies and follow circulation procedures
- Clear book drops, shelf read, shelve various library materials and search for items in the library
- Assist students with copy machines, printers and scanners
- Perform other duties as assigned

Required Qualifications:

- Must be enrolled in at least 6 units at PCC during Fall 2019 and Spring 2020 semesters
- Detail-oriented, responsible, accountable, and motivated to assist in various tasks
- Excellent customer service skills
- Ability to use a PC
- Ability to accurately follow verbal and written instructions
- Ability to follow the library's call number systems; ability to alphabetize and file numerically.
- Excellent oral and written communication skills; superior interpersonal skills and ability to work in a team environment
- Ability to lift several books at a time, and ability to push/pull loaded book carts

Desired Qualifications (Preferred but not required):

- Previous library experience and/or enrollment in the PCC Library Technician program
- Previous customer service experience
- Flexible work schedule

Application Information:

To apply, email all application materials to Lena Hicks (lhicks2@pasadena.edu) by **Monday, June 24, 2019.**

Interviews will begin the following week. All three items are required for consideration:

1. Completed application form
2. Cover letter (1 page maximum)
3. Current resume

For more information, please contact:

Lena Hicks, Access Services Librarian

Phone: (626) 585-7329 Email: lhicks2@pasadena.edu