



## John Spoor Broome Library

### Library Student Assistant Position

#### **Responsibilities & Duties**

Library Student Assistants are responsible for sustaining *quality customer service* in creating and updating patron library records, assisting students and faculty in the use of databases and online catalogs, and ample solution-providing to the various day to day situations that arise.

In addition, Library Student Assistants are responsible for assisting in the organization, maintenance, and care of the Channel Islands Library collection, as well as assisting Library Assistant, Librarians, and the Library Dean with various special projects.

Library Student Assistants should have a strong work ethic, quality customer service skills, the ability to think on their toes, and have a teachable attitude. In addition, they should be able to pay attention to detail, able and willing to take direction and follow instruction, be flexible in accepting assignments based on shifting daily priorities, and be capable of lifting 50 pounds.

#### **Experience**

Library or customer service experience desired. Experience in Dreamweaver, Adobe Photoshop, Microsoft Office (Excel, Word, PowerPoint) a plus.

#### **Pay:**

\$8.00 - \$8.50/hr based on experience

#### **Hours:**

Morning, afternoon, evening, and weekend shifts are available. Generally hours are flexible depending on availability of shifts and student schedules.

#### **For more information please contact:**

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