



STUDENT EMPLOYMENT OPPORTUNITY: LIBRARY STUDENT ASSISTANT

As representatives of the Library, Student Assistants help make the library a more pleasant place to work and study. The work you do as a student assistant is essential to the library's role in supporting the academic success of students and faculty. If you have an interest in helping to create a positive environment in the library, we may have an opportunity for you.

THE ROLE OF THE STUDENT ASSISTANT:

The Student Assistant's role is to help maintain the organization of the library collection. Primarily, Student Assistants are responsible for the following duties:

- Shelving of all library materials circulated to patrons or used in-house by patrons
- Maintaining the library stacks by regular shelf-reading of the collection,
- Maintaining the library's neat and orderly appearance,
- Retrieval and return of items from stacks or storage, for interlibrary loans, and holds for patrons,
- Scanning requests for material from print/film/fiche into electronic format using a micromaterials scanner or multipurpose printer/scanner,
- Assisting at the Library Services desk during staff breaks Mon-Thu evenings, as needed,
- Special projects as assigned.
- May be asked to participate on Library committees that focus on Equity, Diversity, Inclusion, Accessibility and/or Indigenous Initiatives and Advocacy.

GENERAL INFORMATION REGARDING STUDENT APPOINTMENTS:

Students are required to sign a contract of employment at the time of hire.