Priddy Library
Library Student Assistant
Career Conector Job ID #9269

Description
Priddy Library (USG) is seeking current USG students to join our student employment program. Library Student Assistants are the front line of the library, staffing the library services desk, answering patron questions, and maintaining and organizing the library collection. Hours can be somewhat flexible and are assigned on a consistent, semester-long basis. Student Assistants will learn a variety of skills that will assist them in their future careers such as research, technical, and customer service skills. Professional and personal development is an important aspect of employment at Priddy Library -- Student Assistants will attend development activities such as workshops, trainings, and webinars. Student Assistants will also undergo formal reviews, which will help them improve as employees and gain experience in the evaluation process.

Job responsibilities
● Loan, return, and renew items such as books, dvds, or equipment
● Maintain and organize library collection
● Open and/or close the library
● Provide informational, technological, and reference support to patrons
● Collect and record library usage statistics
● Attend at least 4 approved development activities per year

Note: This list of primary duties provides a summary of the major duties and responsibilities of this job. Student Assistants perform other related duties as assigned. Specific duties and responsibilities may vary based upon departmental needs.

Qualifications
● Must be currently enrolled in at least one credit-granting class at USG
● Must demonstrate customer service skills, ability to respond to patron questions and concerns respectfully and courteously either through resolving them, or referring them to someone who can
● Must have basic computer proficiency and be able to learn library technology and specialized program operation
● Must be able to operate standard office equipment
● Must be able to lift, transport, sort, and shelve library materials according to classification
● Must be able to stand and sit for extended periods of time
● Must be able to maintain patron confidentiality under state & federal law

Work Authorization: US Citizen or US National, Permanent Resident, Student F-1 Visa, Refugee
Desired Start Date: August 12, 2019
Duration: At least 2 semesters, contract is renewable
Approximate Hours Per Week: 10-20

How to Apply
When applying, please also e-mail shadylib[at]umd[dot]edu with your resume attached, and availability schedule (both weekday and weekend).

Please apply *BOTH* through Career Connector and via the e-mail indicated above.