

Department: Arts, Humanities, & Multimedia/Library Services

Location: Goleman Library

Contact Name: Theresa Rocha

Job Specifics

Job Title: General Helper

Hourly rate: \$16.00

Number of students requested: 4-6

Period of employment: Fall 2024 (begins 08/16/'24) Spring 2025 (begins 01/10/'25)

The position will be: In person

Hours/days: Mon-Thurs; 8:00am-8:30pm/Friday 8:00am-3:30pm; 20 hours per week

Date employment to begin: 8/16/2024

To Apply: Call Theresa Rocha for interview at (209) 954-5143

Job Description: Reshelf of library print and multimedia collections using the library of congress classification systems; stock maintenance duties including shelf-reading, shifting, and maintaining the look and order of our collections; monitoring the security gate

Minimum qualifications: Knowledge of English language and filing systems, computer knowledge and customer service experience is helpful.

Additional comments: Candidate must be Federal Work-Study eligible. Filing test to be administered during interview.