

Work Study Job: Labor Center Library Assistant

Job Title:	Labor Center Library Assistant	Department:	WA Labor Education and Research Center (WA LERC)
Hourly Rate:	\$22.76	Supervisor:	Mara Rafferty, Director

Job Description

The WA Labor Education and Research Center (WA LERC) was established in 1987 to provide trainings, education, and research to working people across Washington State. The LERC's goal is to educate and empower working people as they understand and work to expand their rights in workplaces. We work to build skills, confidence, and knowledge to help people become leaders in efforts to improve their work lives and communities and to promote a just economy through collective action. Though based at South Seattle College, the Labor Center is a statewide organization and a unique program within higher education.

The LERC is seeking a Library Assistant to help run the Will Parry Labor Library, located in our office on Georgetown Campus. The Will Parry Library is a labor and workers rights specialty library that includes books, periodicals, movies, documentaries, pamphlets and zines. The collection is open to the general public, and there is no charge for borrowing materials, to ensure that the library can serve as a resource for the surrounding community. The Library Assistant will assist with all aspects of day to day library functions (like lending, receiving, and re-shelving books), as well as helping expand the Library's Community Engagement.

The LERC is seeking someone who cares about community engagement and workers' rights, who wants to gain more experience in the nonprofits, libraries, and community engagement.

Location and Hours

The LERC is located on the Georgetown Campus of South Seattle, located at 6737 Corson Ave S, Seattle WA 98108. Keep in mind this is a 15 minute drive from South Campus, but can take 45 minutes and 2 transfers by bus. The office is normally open from 8:30 – 5:00, Tuesdays – Thursdays. Some remote hours on Mondays and Fridays may also be available.

Roles and Responsibilities

- Assist LERC Staff with day to day work of running the library, including but not limited to reshelving books, checking out books, handling incoming and outgoing mail, and setting up appointments with community members.
- Assist community members with finding resources they need.
- Help keep the library organization system up to date.
- Help do research on proposals for new books to add to the collection.
- Help keep the space organized and clean.
- Help track numbers of visitors during the week.
- Generating social media content to help promote the library.
- Assisting LERC staff with making plans for greater library engagement.
- Assisting LERC staff tasks as needed relating to library functioning.

Educational Benefits

Do you want to learn more about libraries, labor studies, and/or community engagement? Helping run the library can be a great way to learn about all three. The Library Assistant will gain crucial skills used to run libraries (like circulation, checkout, inventory management, etc.), and will also gain familiarity with some of the most exciting new books being published in Labor History and Labor Studies. The Library Assistant will also get to help learn about community engagement with resources like libraries, learning skills that can be transferred to other community work.

Preferred Skills

- Good organizational/planning skills
- Ability to learn new computer software
- Writing skills
- Interest in books, libraries, and periodicals
- Ability to work independently

- Good interpersonal skills for interacting with community members

Application Procedure

We'd love to know more about you! What makes you excited about this work, and what helps make you a great fit? Try to answer as best you can in 200-300 words, and send that attached as a PDF in an email to laborcenter@seattlecolleges.edu.

Applications Accepted By:

Email:

laborcenter@seattlecolleges.edu

Subject Line: Interest in LERC Library Work Study