

Work Study Job

Job Title:	Library Assistant	Department:	Library
Hourly Rate:	\$20.76	Supervisor:	Rebecca Orcullo

Job Description

Role and Responsibilities

The South Seattle College Library is looking for Library Assistants for the 2025-2026 academic year. As a library assistant, you will check out library materials, shelve materials, make sure library materials are orderly, process materials, check in /shelve periodicals and other duties as assigned. The library is a fun and friendly environment where you will have the chance to help fellow students and contribute to the campus community.

The schedule will be determined based on your availability and the library staffing needs. All work will be performed during open library hours, generally, Mon-Thurs 9:00am-5:00pm and Friday 9:00am-1:00pm, excluding weekends, school breaks and holidays. Library Assistants typically work 12-16 hours per week. Work schedules are set and library assistants must be able to show up to their assigned shifts, unless advanced notice was given.

Educational Benefits

Students will hone their customer service, organization, and computer skills. They will have a chance to attend trainings and workshops and learn about library resources, research skills and technology. They will have a chance to acquire real world job experience, and shadow jobs in the library.

Preferred Skills

Library assistants need to exhibit professionalism, kindness and empathy. They should have a basic knowledge of computer functions (such as email and word processing) and an ability to prioritize tasks and handle multiple tasks simultaneously. Library assistants should have good communication skills as well as the ability to follow directions. Finally, library assistants should have great customer service skills and be timely.

Applications Accepted By:

Email:

Rebecca.orcullo@southseattle.edu
Subject Line: Library Work Study