

Off-Campus Work Study Job

Job Title:	Library Assistant	Organization:	Library
Hourly Rate:	\$21.30	Supervisor:	Percy Tarker

Job Description

Role and Responsibilities

South Seattle College Library is seeking Library Assistants for the 2026-2027 academic year to assist in the daily operations of the on-campus library, including responsibilities such as circulating materials to students, staff, and community members through ALMA, shelving materials according to the library of congress classification system, processing materials including periodicals, inventory of the stacks, and other tasks as assigned.

Scheduling is based on availability, all work will be done during the libraries' open hours which are anticipated to be Monday-Thursday 9:00am to 5:00pm and Friday 9:00am to 1:00pm, excluding weekends, school breaks, and holidays. We expect to hire library assistants for a minimum of 6 hours of work per week, with the opportunity to pick up more hours through covering shifts. Library assistants are expected to be able to reliably show up to assigned shifts in a timely manner, unless advanced notice is given.

Educational Benefits

Students will be given the opportunity to build skills in customer service through working at the circulation desk. They will have the chance to attend trainings and workshops to learn about library resources, research skills, and technology. Additionally, there will be plenty of opportunities to acquire experience in academic library work, such as learning library of congress, ALMA, circulation, organization, and the daily ins and outs of academic library operations.

Preferred Skills

Library assistants should have a basic understanding of computers, including email, word processing, and printing. Additional technical knowledge is not required, but is a plus. The ability to communicate clearly and follow directions is important. Library assistants may frequently be handling multiple tasks at once, so they should have some time management skills, and the ability to prioritize tasks. Library assistants are expected to show up with empathy, kindness, and patience for all patrons.

Applications Accepted By:

Email:

south.library@seattlecolleges.edu

Subject Line: Library Work Study