



Library Student Assistant

The NAU Library employs students to assist with day to day tasks. The student employee will maintain and assist the Library and assist students.

Job Title: Library Student Assistant

Rate of Pay: \$9.00 per hour

Hours/week: Fall/Spring - Up to 20 hours/week

Employment Period: Fall 2021

Duties and Responsibilities:

- Library circulation desk; Charge and discharge materials
- Monitoring patron activity and keeping statistics
- Respond to reference and directional queries for information (on-site and occasionally by phone)
- Adhere to library policies and procedures
- Service printer and copier equipment (paper replacement/contact IT for toner replacement)
- Shelve, retrieve and shift library materials
- Ensure correct shelving order of assigned section of library
- Available evening and weekends
- Assist in opening or closing of library (specific shifts)
- Assist in maintaining the appearance of the library, keeping it neat and orderly (general cleaning and dusting)
- Assist with general library duties as requested and required by the Librarian
- May be required to take evening, weekend and midterm/final examination weekshifts

Minimum Job Requirements:

Must meet student employee eligibility requirements located at (<http://www.nau.edu/faculty-staff/human-resources/student-workers/student-employment-eligibility/>). Must be a NAU student in good standing with the University and must have and maintain a minimum of a 3.0 NAU cumulative GPA.

Knowledge and Skills Required:

- Must be extremely dependable, punctual, professional, and able to maintain confidentiality regarding all office matters.
- Must have good communication skills.
- Attention to detail and be well organized.
- Works well in groups and independently.
- Willingness and ability to work as per established schedule with punctuality being of high importance.
- Experience with Microsoft Office 2010, including Outlook, Word, and Excel.
- Demonstrated experience working with diverse populations.

To Apply: Send a resume and cover letter to naulibrary@na.edu

All applicants will be considered.

North American University is an Equal Opportunity/Affirmative Action employer. NAU is committed to the principle of equal opportunity in education and employment, and it is the policy of the University to recruit qualified individuals of diverse backgrounds to its faculty, staff, and student body. NAU does not discriminate against individuals on the basis of race, color, religion, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status in its admission policies, educational programs, or employment of faculty and staff.