**Student Library Assistant**

Job Description

*Last Updated: 11/20/2018*

International Technological University (ITU), a non-profit, graduate university, empowers people through industry-linked Silicon Valley education. Fundamental to ITU’s mission is engaging staff who are committed to providing excellent service and building a global organization. We are looking for a student library assistant who is a good communicator, has an eye for detail and is excited by challenges, craves growth, prioritizes learning, and strives for continual improvement.

Learn more about ITU at [www.itu.edu](http://www.itu.edu)

Requirements:

* Provide excellent customer service
* Possess excellent interpersonal and communication skills
* Ability to work in a small team of three
* Follow directions, pay attention to detail and be willing to learn
* Able to be on time, work required hours and take required breaks
* Available to work 20 hours/week, 10 am-8 pm including weekends
* Availability to work up to the final day of the trimester
* Estimated Start Date: New trimester

Duties Include:

* Help patrons search the ITU catalog and to locate materials
* Answer inquiries by e-mail and in person
* Answer basic informational, directional and library policy questions
* Catalog and process books using the library cataloguing procedure
* Assist with ordering and tracking book and material requests
* Check out and check in books, course reserves and other materials
* Gather, sort and shelve books and journals
* Process holds, recalls, renewals and related notices
* Share ideas to make the library a welcoming place (signage, layout, etc.)
* Record usage statistics
* Report maintenance and security issues (lights out, graffiti, broken furniture, etc.) to the librarian or relevant staff.

Please submit a cover letter and resume with your name, contact information and two referees to either: [HR@itu.edu](mailto:HR@itu.edu) OR the ITU Career Hub. Applications will be reviewed when received and the position will be advertised until filled.