**Student Clerical (Circulation Student Assistant I)**

**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A Resume/Vita 2) A cover letter indicating how your qualifications and experience have prepared you for this position. For additional information please contact: Bryan Feyerherm at bryan.feyerherm@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Note: All job offers are contingent upon Human Resources final approval.

**Position Details**

**Position Information**

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| **Position Title** | Student Clerical |
| **Job Title** | Student Clerical (Circulation Student Assistant I) |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | $10.25 |
| **Max Hourly Rate** | $12.25 |
| **Position Summary** | This recruitment will be used to fill 2-3 part-time (a maximum of 20 hours per week) Student Clerical positions for the Valley Library Circulation Unit at Oregon State University (OSU). |
| **Position Duties** | The position is within the Valley Library, Learning Experience & Access Department, Circulation unit. The position is the primary contact and provides basic customer service at the Circulation desk and within the Circulation unit.  The position serves the OSU community as well as non-OSU patrons.  Provide friendly & courteous service for library patrons.  Maintain patron confidentiality.  Communicate effectively and refer problems/questions to staff when necessary.  Check in/out library materials, barcode books, process returned materials, answer phone and assist as needed.  Shelve and maintain requests, assist with course reserve inquiries, create and edit patron records.  Assist with express checkout units.  Shelve circulation materials.  Use of Alma ILS, Open Room, library catalog and ILLiad software to process materials.  Maintain circulating equipment and board games.  Refer patrons to appropriate service desks, explain general Circulation and Library policies.  Use of the Library of Congress classification system.  Assist in opening and closing.  Make public address announcements. |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | Minimum Enrollment Requirements.  Customer Service Experience.  Punctual and Dependable. |
| **Preferred (Special) Qualifications** | A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | Indoor, moderate lifting of library materials, lengthy periods of working at a public service desk. |

**Posting Detail Information**

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| **Posting Number** | P03483SE |
| **Number of Vacancies** | 2-3 |
| **Anticipated Appointment Begin Date** | 04/09/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/23/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 03/30/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A Resume/Vita  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  For additional information please contact: Bryan Feyerherm at bryan.feyerherm@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  Note: All job offers are contingent upon Human Resources final approval. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**