FEDERAL WORK STUDY EMPLOYMENT OPPORTUNITY

POSITION: Library Circulation Student Assistant
Temporary hourly-intermittent position available on or after January 25, 2019 and ending on or before May 22, 2019 in the University Library. Position is typically scheduled to work 10-20 hours per week during any of the Library's open hours, including shifts until midnight Monday – Thursday, weekends, and some holidays.

DUTIES: Under the supervision of the Circulation Coordinator, this position will perform duties to include, but not limited to:

- Shelving and retrieving all types of library materials
- Working the Circulation desk
- Processing microform orders for copying
- Using the computerized library system to check materials in and out
- Answering and directing phone calls
- Processing Inter-library/Intra-library, CSU+, and loan requests for the Stockton campus
- Assisting patrons in the use of library equipment (microform reader/printer, copy machine, etc.)
- Assisting with opening and closing of the library
- Perform other duties or projects as assigned.

QUALIFICATIONS:

- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring Units.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program.
- Must meet all other eligibility requirements per the Student Employment Guidelines (see pp. 7-9)
- Demonstrated ability to use computer; type; alphabetize; take/follow directions from a supervisor.
- Interact with library users.

SALARY: $12.00 per hour.

APPLICATION DEADLINE: January 31, 2019

APPLICATION PROCEDURE: Qualified candidates should submit: 1) a completed Student Assistant employment application (download electronic application at https://www.csustan.edu/hr/student-employment/job-opportunities) 2) resume 3) available work schedule via in person or email to:

Amy Egan
University Library
Library Administration L105
Phone: (209) 667-3232
Email: aegan1@csustan.edu

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool.

PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT. THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

[01/15/19]