**Job Code**: IS0002

**Department**: International & Area Studies

**Start Date**: 01 May 2023

**Location of Work**: A1540 YRL

**Number of Positions**: 1

**Hours Per Week**: 10 hrs/wk

**Work Schedule**: M-F. Hours flexible according to student's schedule.

**Classification**: STDT 2

**Working Title**: Student Assistant IV

**Pay Rate**: $17.55/hr

**Duties**: Assist the Librarian for African and International Development and Latin American studies in various collection development and collection management tasks as needed. Perform pre-order bibliographic searching and searching with book-in-hand in online library catalogs, in OCLC and in other electronic or print sources. Open mail, make photocopies, and provide other routine clerical assistance. Duties may include similar work for other Librarians.

**Required Skills and Knowledge**: Reading knowledge of French. Accuracy with detailed work and data entry on computers. Ability to work on computers using automated library systems. Ability to get to work reliably and on time. Ability to be present in the workplace during normal working hours. Ability to initiate and maintain cooperative working relationships with co-workers, supervisors, and managers. Ability to communicate clearly in written and spoken English.

**Preferred Skills and Knowledge**: Reading knowledge of Portuguese and/or Spanish. Reading knowledge of German, Dutch, Afrikaans or Italian. Reading knowledge of Amharic or Tigrinya. Familiarity with libraries, with automated library catalogs, work processing and spreadsheets.

**Comments**: « Return to List of Open Positions