Job Code | ART002
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Department | Unified Access Services - Arts Library
Start Date | 6/26/2023
Location of Work | Arts Library
Number of Positions | 5
Hours Per Week | 15 hrs/ wk
Work Schedule | Summer hours available between:
A-session M-F 1:00pm - 5:00pm, Sat 9:00am - 5:00pm
C-session M-F 9:00am - 5:00pm, Sat 9:00am - 5:00pm
Classification | STDT 1
Working Title | Student Assistant I
Pay Rate | $16.80/hr
Duties | Entry-level position for the Arts Library Access Services. Maintain the library stacks by shelving, sorting, and shelf-reading material. Perform general stack maintenance projects and light cleaning duties. Assist patrons at the public service desk in checking out, renewing, and discharging materials. Assisting patrons in use of the library, finding information resources, and promoting UCLA Library research services. Some assistance of access services staff in searches, billing, and reserves work. Assist in special projects as assigned.

Required Skills and Knowledge | Strong interpersonal communication skills. Ability to establish and maintain cooperative working relationships with fellow staff members. Ability to communicate effectively and cordially with a wide range of people in a high volume setting. Ability to provide concise instructions and directions, and ability to follow both written and verbal instructions. Ability to provide high-level customer service. Ability to work with frequent interruptions. Ability to arrive at work on time; meeting established work schedule. Skill in operating computers and computer devices.

Preferred Skills and Knowledge | Ability to use a variety of databases such as UC Library Search. Knowledge of software programs that are frequently used by UCLA students. Working knowledge of the Library of Congress [LC] call number systems. Ability to lift and carry up to 25 lbs. and to push book trucks. Ability to kneel, climb stairs and ladders, balance, stoop, crouch, and reach.

Comments | Work-Study preferred. Must be able to commit to at least three regular session quarters, willing and able to work a minimum of 12 and up to maximum of 19 hours per week. Must be willing to work nights, weekends, and holidays. Must be able to work during 10th and finals week. Prefer to interview freshmen, sophomores, and juniors.

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