

CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

Federal Work Study Student Employee Request

Position Information

Job Title: Library Aide Term Requested: Fall Spring
Number of Students Requested: 3 Total Number of Hours Covered: 36 Hourly Rate: \$ 16.00
(Based on District Pay Schedule)

Rate

Department Contact Information

Department Name: Library Building & Room Number: C Building
Name of Work-Study Supervisor: David Shamoon
Phone Number: (619) 660-4407 Email: cuyamaca.circulation@gcccd.edu

Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am-7:30 pm	9:00am-7:30 pm	9:00am-7:30 pm	9:00am-7:30 pm		

Notes

Come join the amazing Cuyamaca College Library Circulation Desk! An exciting opportunity to work closely with students, and learn about the library functions and resources.
This position provides students an opportunity to work a flexible schedule, hours range between 9:00am-7:30pm.
A basic skills test is a prerequisite to employment
Job Skills and/or Experience Required

Strong customer service- we promote supportive and welcoming environments.
Organization and attention to details
Problem solving
Effective verbal and written communication to assist patrons and students
Computer skills and basic office software (e.g., Microsoft Office)
Ability to stand and lift books and materials, as some tasks may require light physical effort.

Duties Performed

Assist the library front desk/circulation staff with greeting and supporting students Assist with library material check in and check out materials
Assist with inventory and organization of materials
Assist Librarians with library projects
Assist with library opening and closing duties
Ensuring books and resources are accurately shelved

Jessica Hurtado Soto

Dean's/Manager's Name

09/10/2024

Date