

Form Name: WorkStudy Job Description 2025-26_SEATTLE COLLEGES
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Location:

Job Title	LIBRARY ASSISTANT
Campus Location	Seattle Cental Health Education Center
Department	Libraries, Learning Support and Faculty Development
Building and Room Number	BE2101 and HEC Room 301
Job Description	<p>LIBRARY ASSISTANT</p> <p>This position is responsible for assisting patrons and circulation staff in the use of library services.</p> <p>The library is a friendly workplace to assist other students and provides assistance for the campus community.</p> <p>Library hours are 9am - 7pm from fall to spring quarters, excluding weekends, school breaks, and holidays.</p> <p>We are hiring 2-5 students for 2026-2027. Hours per week will vary and are based on the financial aid award amount given in the current academic year, e.g., 4-12 hours per week. The schedule is based on library scheduling needs and your availability.</p>
Number of Positions Available	5

Experience/Qualifications Desired

BASIC QUALIFICATIONS & REQUIREMENTS

- **ELIGIBILITY:** Currently enrolled and qualifies for federal or state work-study aid. Please have at least (2) quarters to work beginning in fall 2026; (3) quarters is preferable.
- **PHYSICAL DEMANDS:** Ability to lift 20lbs, place, and retrieve materials from high and low shelves.
- **SKILLS:** Strong organizational and alphanumeric filing abilities. Customer service, library, or clerical experience and basic computer skills such as email and word processing.

CIRCULATION DESK DUTIES/RESPONSIBILITIES:

- o Follow college library policies and procedures, particularly confidentiality and intellectual freedom.
- o Assist library users with check-in and returned items; assist in locating information & materials, and library equipment.
- o Provide quick, directional information.
- o Gather library usage statistics & search for lost/missing collection items.
- o Provide users with information about library policies, services, and procedures.
- o Create and process interlibrary loan holds/requests.
- o Defer complex issues.
- o Able to work independently and with others, discreetly at the library's public-service desk.
- o Able to follow written and oral directions; attentive to detail.

SHELF MAINTENANCE:

- o Knowledge of the English alphabet and numbers (Library of Congress system) for shelving library materials.
 - o Shelf library materials to provide accessibility for library users.
 - o Shelf-read assigned areas in the collections, ensuring items are in order and on the shelves.
 - o Able to lift, squat, bend, and stretch to reach high and low places.
 - o Able to push or pull book carts
 - o Able to lift 5 pounds above head consistently to shelf books.
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Educational Benefits

- Acquire real-world job experience
- Enhance collaborative and interpersonal skills, build relationships, as well as refine customer service, organizational, and computer skills
- Develop workplace skills, such as supporting our library community
- Learn about library resources, research skills, and technology
- Use of office software and guide patrons in using computer and library equipment and resources

Expected Hours

8

Position Available

Summer, Fall, Winter, and Spring

Contact Person

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