Library Student Specialist – How to Apply

Thank you for your interest in working as a Library Student Specialist. **Right now, we are sufficiently staffed, so we are not actively hiring.** **Nevertheless, we are happy to continue receiving applications** – we will review these during our next hiring period or if we have any unexpected openings. We generally hire new recruits during summer for the fall term, and we sometimes do a little new hiring for the spring term as well.

To apply for this position, please

1. Review the job description and qualifications listed on the back of this page.
2. **Complete an online application** for student employment
   1. Visit <https://www.governmentjobs.com/careers/vcccd>
   2. Review the pull-down instructions
   3. Select and apply for the position “Student Worker - Moorpark College”. Be as complete as possible – after the online application form is submitted, you may not go back and add information.
   4. MC Career Center personnel can help with any difficulties.
3. The online form goes to district HR, not to hiring supervisors, so **you still need to send a copy to John Dobbins**, the LLR hiring supervisor at jdobbins@vcccd.edu. Please use one of the following approaches (listed in order of preference):
   1. “Print” the completed application as a PDF and attach it to an email.
   2. Print it, scan the result into a PDF, and attach that to an email.
   3. Drop a printout at the Library circulation desk for delivery to Mr. Dobbins.
   4. Cut and paste the application into an email or attached Word Doc.

Alternatively or in addition, follow the student job instructions posted on the Jobs/Internships page of the Career Transfer Center.

1. Optional: In addition to the application form, feel free to provide Mr. Dobbins with a cover letter, resume, letters of reference, transcripts, or any other supplemental materials which you feel will make your application stronger.
2. Based on your application materials, Mr. Dobbins may invite you for an interview. If interviewed, you will be contacted regarding the outcome.

Library Student Specialist Job Description

Library student specialists staff one or more service desks depending on availability, skills, and interests. These service points include the 3rd floor Information Desk, the 2nd Floor Circulation Desk, and the 1st floor Open Access Lab desk. Some projects and tasks are not tied to the service desks.

## Duties may include:

* Answering phones
* Helping customers with directions, service information, and other general assistance
* Helping customers with printing, computers, and software
* Helping students to schedule tutoring appointments
* Checking out books and other library materials
* Shelving books and performing related stack maintenance
* Testing and troubleshooting computers, printers, and other equipment
* Preparing work orders for follow-up by IT staff
* Record keeping and data entry
* Cleaning and maintenance
* Other related duties as assigned

## Applicants must be:

* **Full-time students -- 12 unit minimum for most students**
* **Available to work during hours the LLR is open (M-Th 8-8, F 8-noon)**
* Reliable -- can be counted on to show up on time and meet your commitments
* Diligent and self-motivated -- eager to make things better and able do so without always needing direction from others
* Ready and able to learn -- consistently seeking to build knowledge and skills, and quick to absorb new ideas and information
* Empathetic and service-oriented -- able to perceive people’s needs and feelings and committed to providing help
* Effective communicators -- able to listen (and read) for deep understanding, and able to share information in ways that others can easily understand

## Not required, but helpful:

* Federal Work Study or other employment subsidies. Check with the financial aid office.
* Scheduling flexibility and exceptional availability during hard-to-fill hours
* Previous paid work experience, volunteer work, or other experience demonstrating significant, sustained reliability and responsibility
* Previous experience in libraries, computer labs, tutoring centers, reception desks, customer service, or other relevant environments
* Strong computer and technical skills