Name of Position: Student Office Assistant

Location: Ritz Library, Hudson 331

Supervisor: Bonnie Gallagher

Purpose/role of position within the organization: Support and assist staff with meeting the goals of the Campus Library

**Minimum Qualifications:**
- Ability to learn the Dewey Decimal System
- Detail-oriented have organizational skills
- Ability to multi-task
- Computer skills including knowledge of Microsoft Office Products (Word, Excel, PowerPoint, etc.), Google Docs, and the ability to show patrons how to use printers and copiers.

**Job responsibilities may include any or all of the following:**
- Shelve books, magazines, newspapers and other library materials
- Fill printers and copiers with paper
- Check books drop and do patron counts
- Shelf-read (systematically check shelves to see that books are in order)
- Assist with shifting projects (relocating shelved items to make room for new additions to the collection)
- Assist at the service desks when needed
- Process books (apply labels, covers, etc.)
- Office assistant tasks including filing, photocopying, preparing handouts, etc.
- Usability reviews of library web pages
- Create book displays
- Assist library staff with other tasks or projects as needed

**Schedule:**
We have various hours available during the day (Monday through Friday). A schedule will be determined upon hiring.

Length of Employment: Fall 2019 term and Spring 2020 term

Rate of Pay: Current New York State minimum wage

*To apply, please send resumes to hrstudentemployment@suny dutchess.edu with “Ritz Library Aide” in the subject line.*

*DCC is proud to be a two-time recipient of the Poughkeepsie Journal’s Richard K. Wager Workplace Diversity Award, and encourages applications from Minorities, veterans, the disabled and all others (AA/EOE).*