

Library Assistant

JOB TITLE:

Library Assistant

JOB DESCRIPTION:

Loaning and receiving books and equipment; re-shelving books; helping patrons access Faculty Reserve and Office materials; supervising the room (i.e. maintaining tidiness and cleanliness), as well as quiet. Also working collaboratively with the managers on special tasks. Superior English verbal and written skills are required. Promptness and dependability are essential.

START-DATE:

The start of the SCI-Arc school term.

HOURS:

A weekly schedule is established at the beginning of each term and is followed throughout the term. The schedule includes evening and weekend hours. Assistants may work up to two 4-6 hour shifts.

NUMBER of POSITIONS:

8

PAY-TYPE:

Work Study

EMPLOYER:

Library

PHONE NUMBER:

Library phone: 213-356-5323

JOB LOCATION:

960 E. 3rd Street

CONTACT:

kevin_mcmahon@sciarc.edu & stefanie_crump@sciarc.edu

INSTRUCTIONS:

Email both contacts to add your name to the wait list. Please indicate your degree program, studio level, experience working at SCI-Arc or elsewhere, and whether or not you have a Social Security number. Continuing Assistants are given preference for shifts; during the first week of the term all unclaimed shifts are offered to new hires.

[8/21/25]