

## **Student Library Assistant (Part-time, 8-16 hrs/wk)**

**Memorial Sloan Kettering Cancer Center Library** seeks a part-time, **on-site** (Manhattan) library assistant for the join the library team. We are happy to train new librarians for the field.

### **Job Description:**

- Processes Document Delivery Requests using ILLiad, Alma/Primo, print resources, and web searching.
- Helps with everyday upkeep of the library including database management, collection management, social media, shelf reading, LibGuides maintenance, other tasks as assigned
- Staffs our Information Desk (sometimes solo) to assist our clients in person, or on the phone with technical problems, searches for information, directional questions. This includes closing the library for the night (7pm).

### **Required Qualifications**

- Currently enrolled in or recently graduated from an ALA-accredited master's program
- Comfortable using Windows based software, web searching, database searching
- Can work both independently and as part of a team
- Excellent phone and email communication skills
- Excellent attention to detail
- Desire to provide excellent customer service
- Adaptable to a changing work environment and departmental priorities
- Ability to stand and lift large books from shelves for scanning and/or shipping purposes

**Hours:** The library is open 8:30 am – 7pm. Schedules are set in advance and based on needs of the library. **Must be able to work at least one closing shift (until 7pm) a week.**

**Start Date:** Negotiable for the right applicant. HR background and health checks are required for this position. These may take several weeks.

**Pay:** \$18/hr

Interested applicants should send their resume and a cover letter to Robin O'Hanlon at [ohanlonr@mskcc.org](mailto:ohanlonr@mskcc.org) and **must** include the following information:

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- Day/hours you are available to work (between M-F through 7:00pm)
- Best way to contact you during the day

**Application deadline is Wednesday, August 24, 2022.**