Job Title: Information Assistant

Department: Queens College Library (Rosenthal)

Position Overview:

Reporting to the Coordinator of Research & Information Services, the Information Assistant will work with librarians and library staff to provide information services to patrons. This is an in-person position for students currently registered for the Fall 2023 semester. Students interested in gaining library/information experience are preferred. Appointments by semester and renewable subject to evaluation.

Requirements

- Available to work a minimum of 4 hours per week (up to 8 hours total)
- Available Monday through Thursday, between the hours of 10am – 6pm for a max 4 hours per day
- Applicants must be fingerprinted for application process

Responsibilities

- Answer basic library questions from patrons using the CUNY OneSearch discovery system, and the QC Library website. For example:
  - Identifying access for books, and for items on Reserves
  - Directing patrons to print stations
  - Referring patrons with research questions to research librarians in the Research Office (Rm.344)
  - Referring more complicated research questions to a subject specialist librarian for consultation
- Answer college-related questions using the Queens College website. For example:
  - Using the campus map for locating offices, classrooms, etc.
  - Navigating to CAMS
  - Navigating to the QC Hub
- Learning SpringShare LibApps
  - Recording detailed transactions (questions/answers) for data entry purposes
- Other duties as assigned by the Coordinator.

Compensation

- Hourly pay rate is $15.61

Applying

- If interested, email Carlo Minchillo at carlo.minchillo@qc.cuny.edu. Briefly explain your interest in the position, including how it relates to your career goals, and attach your resume. Also provide your schedule/availability for the Fall 2023 semester.