

## Student Assistant

The City of Port Arthur seeks a current Lamar student to fill a vacancy for Student Assistant at the Port Arthur Public Library. The selected individual has to be a current Lamar student in an undergraduate program, or a high school graduate with verification of enrollment into the Lamar College system in the summer/fall semester. Some of the responsibilities include routine duties such as sorting and shelving books, collecting books and magazines left by patrons, and assisting patrons of the library with the use of the copier, computer applications and other duties as may meet the needs of the library.

The Student Assistant must be (1) a high-school graduate with verification of intended enrollment into the Lamar College system, or (2) a current Lamar student.

Starting salary is \$7.25/hour. Applicants may complete an online application from the City's website ([www.portarthur.net](http://www.portarthur.net), "Employment" tab) **by 5:00 P.M., May 31, 2016.**

City of Port Arthur  
Human Resources  
444 4<sup>th</sup> Street, Suite 103  
Port Arthur, TX 77640  
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(EEO/AA/V/F/RC/H) The City of Port Arthur is an Equal Opportunity Employer

**PORT ARTHUR PUBLIC LIBRARY  
JOB DESCRIPTION  
STUDENT ASSISTANT**

**DEFINITION**

Under the supervision of the Assistant Director of the Library, circulation division head, or designated employee in charge, perform a variety of simple routine library tasks. The work is characterized by a relatively short period of training, mostly routine and repetitive operations, and a requirement for accuracy and reasonable speed.

**DUTIES**

Assignments may include sorting and shelving of books; reviewing and maintaining the order of books on the shelves; collecting books and magazines left out of place by patrons and shelving them; checking out library materials to patrons and checking them in again; assisting patrons in the use of the photocopy machines; such other similar duties as may meet the needs of the library and the ability of the individual.

**EMPLOYMENT STANDARDS**

The individual selected must be a high school graduate with at least a "B" average, or a Lamar college student willing to do shelf work and mending without expecting to rise above simple routine library operations. Student assistants are usually chosen from among the best qualified students of a high school graduating class who expect to attend Lamar State College. Preference is given to those who might be interested in library work as a profession.

**HOURS**

Student assistants are normally used for evening and weekend hours (about 20 hours per week) to supplement full-time staff for the library's extended schedule. It is important that students keep these needs in mind when they register. Student schedules are considered when developing work schedules, but the needs of the library must have priority. Weekend availability is a must. Students may be employed full time during the summer depending on their schedules and the needs and resources of the library.

**DRESS**

Student assistants are expected to dress in a manner that reflects well upon the library and the city. Shorts and tee shirts are not permitted. Short skirts are not appropriate due to problems created when shelving; the emphasis is on dressing neatly and appropriately for meeting the public.

**SALARY RANGE**

Student assistants are part time, temporary employees, paid at the current minimum wage, and are hired incumbent upon enrollment as a college student (probationary) after high school graduation, and/or (1) enrolled at Lamar, or (2) signing a letter of intent to enroll at Lamar in the fall.