



Library Student Assistant

The NAU Library employs students to assist with day-to-day tasks. The student employee assists faculty, staff, and students of NAU with various duties and responsibilities assigned to them by the Library Director.

Job Title: Library Student Assistant

Hours/week: Maximum 20 hrs./week

Employment Period: Fall 2025

Supervisor: Library Director

Department: Library

Rate of Pay: Undergraduate \$10 per hour, Graduate: \$12 per hour

Schedule: Flexible with student's class schedule

Location: On campus – 11929 W. Airport Blvd. Stafford, TX 77477

Duties and Responsibilities:

- Adhere to the library's and the university's policies and procedures
- Library circulation desk; Check-out/check-in materials and study rooms
- Monitor patron activity and keep statistics
- Respond to reference and directional queries for information (on-site and occasionally by phone)
- Service printer and copier equipment (paper replacement/contact IT for toner replacement, etc.)
- Shelf, retrieve, and shift library materials; Ensure correct shelving order of assigned sections of the library
- Assist in opening or closing the library (specific shifts)
- Assist in maintaining the appearance of the library, keeping it neat and orderly (general cleaning and dusting)
- Available to work evenings and weekends; May be required to take midterm/final examination week shifts
- Assist with other library duties as assigned by the Library Director

Minimum Job Requirements:

Must meet student employee eligibility requirements located at (<https://www.na.edu/faculty-staff/human-resources/student-workers/student-employee-eligibility/>). Must be an NAU student in good standing with the University and must have and maintain a minimum of a 3.0 NAU cumulative GPA.

Knowledge and Skills Required:

- Extremely dependable, punctual, professional, and able to maintain confidentiality regarding all office matters
- Good communication skills
- Attention to detail and well-organized
- Works well in teams and independently
- Willingness and ability to work as per an established schedule with punctuality
- Experience with Microsoft Office, including Outlook, Word, Excel, and PowerPoint
- Demonstrated experience working with diverse populations

To Apply: Send a **resume and cover letter** to naulibrary@na.edu

North American University is an Equal Opportunity/Affirmative Action employer. NAU is committed to the principle of equal opportunity in education and employment, and it is the policy of the University to recruit qualified individuals of diverse backgrounds to its faculty, staff, and student body. NAU does not discriminate against individuals on the basis of race, color, religion, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status in its admission policies, educational programs, or employment of faculty and staff.