

**American River College Library**  
**Student Worker Application**  
**Reference Assistant**

**Job Description**

Reference Assistants, in coordination with librarians and library staff, will assist students in the main computer lab with basic computer functions, Internet, Microsoft Office, printing, and information and directional questions. Reference Assistants will also perform other duties as assigned.

Hours: 6 – 20 hrs/week

Pay Rate: \$10.00/hr

**Qualifications**

- Must be enrolled in at least six units and maintain a 2.0 grade point average (per district policy).
- Excellent interpersonal communication skills.
- Excellent customer service skills.
- Computer experience: knowledge of Microsoft Word, email, browsers, flash drives, and other basic computer functions.
- Reliable and punctual.

**Application Instructions**

To apply, submit a cover letter and resume. Be sure to include the following information:

- Contact information, including phone number and email address.
- Work experience.
- Computer experience.
- A statement regarding your availability. How many hours per week would you prefer? Which days/times are you available? Include your class schedule and note any other times you cannot work. Library hours are available at [http://www.arc.losrios.edu/arclibrary/Hours\\_and\\_Contact\\_Info.htm](http://www.arc.losrios.edu/arclibrary/Hours_and_Contact_Info.htm).
- At least one, and up to three, references.

Email your cover letter and resume to Martee Squire at [squirem@arc.losrios.edu](mailto:squirem@arc.losrios.edu). Questions can be directed to the same email address.