

St John's College Library – Student Library Assistant Positions

Key Tasks

1. Shelving returned library books in the correct order (focus of the role)
2. Emptying the book return box in the LRC (Learning Resource Centre) lobby
3. Shelf tidying and checking that books are shelved in the correct order
4. Checking the shelves for missing books
5. At busy times helping with other tasks such as processing books or assisting with a stock take.
6. Occasionally assisting to support activities such as pop-up libraries or other events.

Requirements

1. Able to arrange books accurately according to the Dewey system (e.g. 226.3 STR).
2. Able to work quickly and independently while shelving.
3. Able to do physically demanding tasks including pushing a trolley of books, shelving books on upper shelf while standing on a stool, lifting and carrying books.
4. Able to work according to safety procedures.
5. Experience of using a library would be an advantage.

Working Arrangements

The **term time post** will be for three one-hour sessions on weekdays – probably Monday, Wednesday and Friday, unless otherwise negotiated with the other Student Assistant and Librarian.

The **all-year-round post** will be for two one-hour sessions on weekdays – probably Tuesday and Thursday unless otherwise negotiated with the other Student Assistant and Librarian. There are seven weeks in the year that you would not be expected to work so holidays can be taken by prior arrangement.

The time of day is mostly flexible for both roles, though we do ask that both student assistants work together to ensure that one student assistant works in the library each day.

Both the College Librarian and the appointed student assistants will sign/agree a memorandum of understanding of what is expected in the role.

Payment

Each assistant will receive an honorarium of £1300 for the full year's work.

For the term time post, payment will be made in three instalments at the end of each term.

For the all-year-round post, payment will be made at the end of the first two terms. Payment of the final instalment may be split between the end of the third term and the end of the summer vacation period.

Position start and end date

The positions will begin as soon as the assistants have been appointed.

The term time position will finish at the end of the Easter Term (26 June 2026) unless otherwise agreed.

The all-year-round position will finish at the end of the summer vacation (27 September 2026) unless otherwise agreed.