

JOB DESCRIPTION

Summary

Job title	Student Library Assistant
Division	St Cross College
Department	Library
Location	St Cross College, 61 St Giles', OX1 3LZ
Grade and salary	Grade 1.6, £26,686 pro-rata
Hours	6 hours per week
Contract type	Fixed-term from 1 November 2026 – 30 June 2027
Reporting to	College Librarian

The role

This is a part time post providing assistance to the Librarian and Archivist, acting as a liaison between the students and the Library. It should attract a student who is a regular Library user and who appreciates the value of the Library to the student population.

The post entails a 6-hour working week throughout the year. The distribution of hours will be at the discretion of the Librarian and Student Library Assistant but will ideally cover Friday to Sunday.

Responsibilities

- Acting as a point of contact for Library users in the Librarian's absence
- Entering item information on Alma (the LMS)
- Stamping, book plating and labelling new accessions
- Assisting in the Archive
- Checking in and shelving returned books
- Arranging the monthly and new books display in conjunction with the Librarian
- Attending the introductory Library drop-in sessions for new Library users
- Assisting with inventories
- Assisting with book moves

Selection criteria

	Essential	Desirable
Education/Qualifications	The postholder will be a postgraduate student at St Cross College, working for an award of the University of Oxford	
Knowledge/Experience	Working or volunteering in a public facing role	- Working or volunteering in a library, archive, heritage or educational environment - Knowledge of library classification systems and basic cataloguing principles
IT Skills	Microsoft Office package	Working with Alma or another Library Management System
Skills	- Excellent attention to detail and high accuracy levels - Ability to maintain focus and consistency while performing repetitive, methodical tasks - Clear verbal and written communication skills	
Personal Qualities	- Enjoy working with people - Engage in a courteous manner with College members and College staff	
Physical Requirements	- Due to the layout of the College, some areas have restricted access and require the ability to walk up a flight of stairs. The College is committed to equality of opportunity and will consider reasonable adjustments where appropriate. - The postholder will be flexible in terms of coming into College, in order to provide a service to borrowers from the Library	

Terms and Conditions

University terms and conditions and benefits apply to this role.

The postholder will be entitled to one free lunch per working week.

About St Cross College

Dedicated solely to Graduate students and Fellows, St Cross is characterised by an intellectually vibrant and truly international community. One of Oxford's youngest colleges, St Cross prides itself on its friendly community filled with inter disciplinary academic excellence.

As part of this close-knit egalitarian college you will find staff, students and fellows welcoming and committed to promoting the world class study, research and innovation of Oxford University. For more information please visit: www.stx.ox.ac.uk