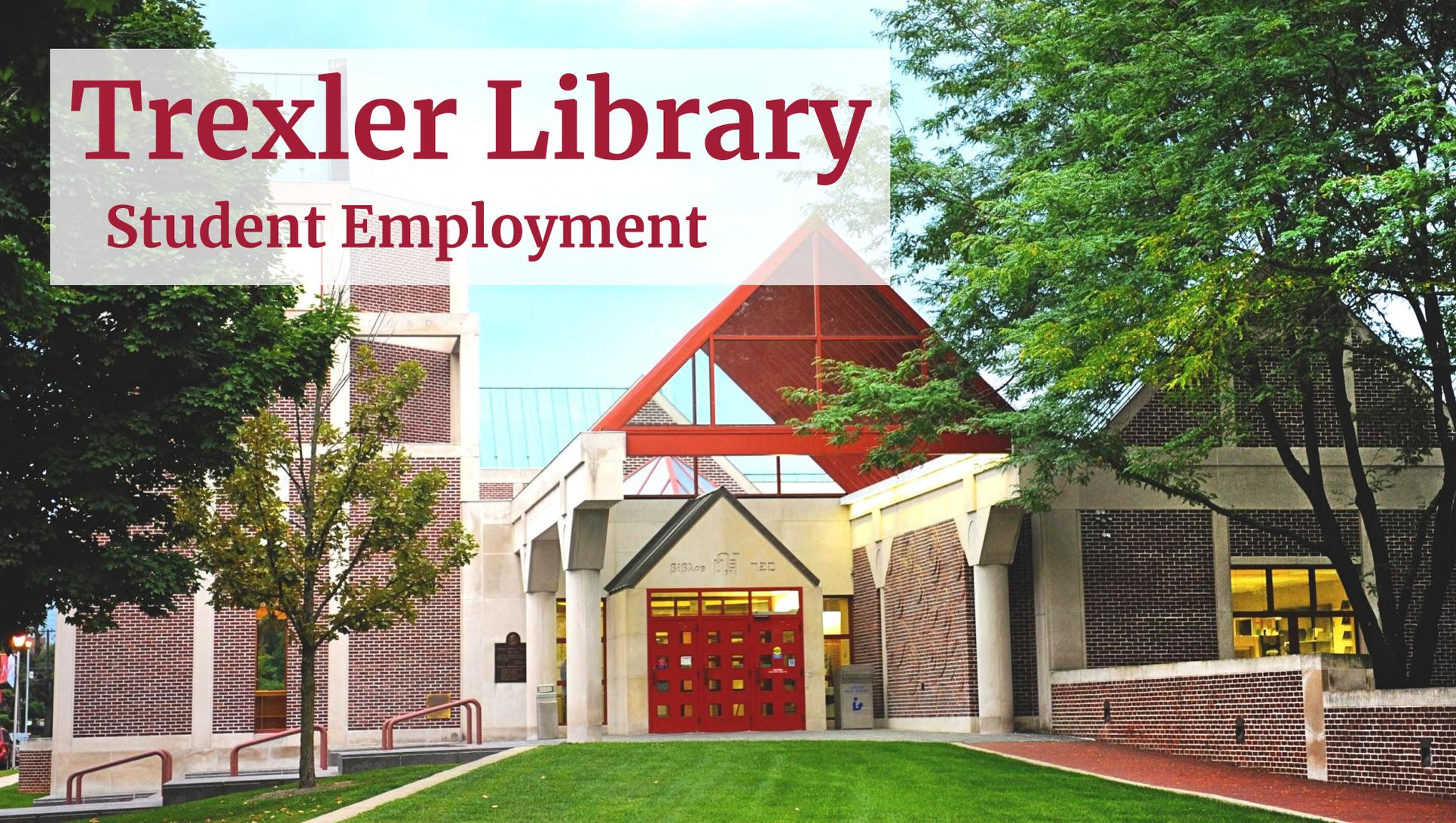


# Trexler Library

## Student Employment



“

I have grown to love the library more than just a spot to do homework... I find that working at the library has made it easier for classes, knowing the ins and outs of the Trexler Library website as well as being a few steps away from resources and workers that are able to help with any questions that you may have.

- Maya ('21)

”

For more information:  
[trexlerworks.muhlenberg.edu/employment](https://trexlerworks.muhlenberg.edu/employment)

# Trexler Library is one of the largest work-study student employers on campus

50 student positions

Collection Management

Lending Services

Administration

Special Collections



For more information:  
[trexlerworks.muhlenberg.edu/employment](http://trexlerworks.muhlenberg.edu/employment)

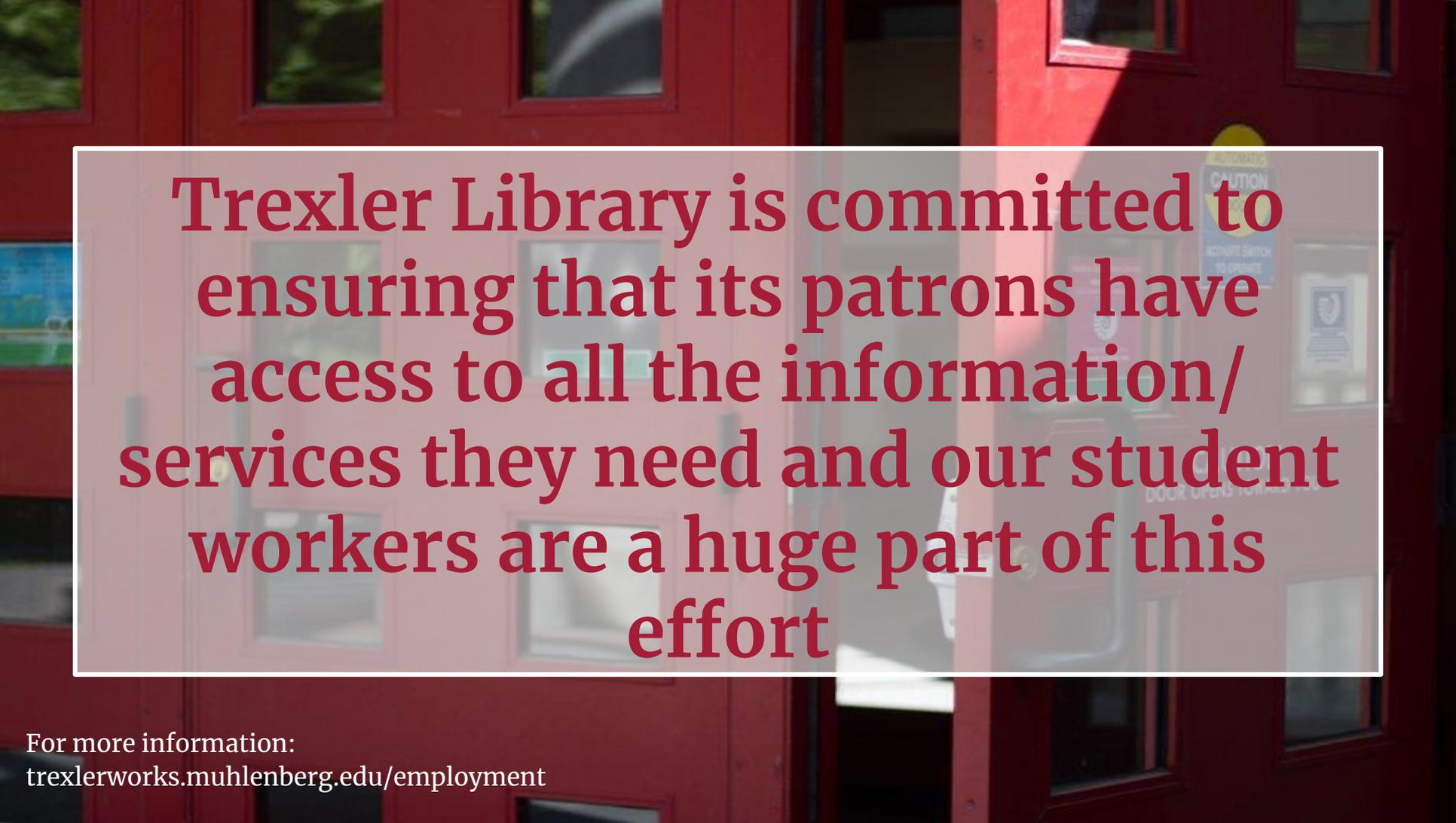
“

I've worked at Trexler Library for three semesters now and I've never regretted applying. The Circulation Desk environment is quiet and relaxing. My favorite aspects of working at the library are the opportunities I have to discover new books while shelving or checking them back in.

-Abby ('22)

”

For more information:  
[trexlerworks.muhlenberg.edu/employment](https://trexlerworks.muhlenberg.edu/employment)

The background of the image shows a set of red double doors with multiple glass panes. A white rectangular box with a thin black border is centered over the doors, containing text. On the right door, there is a yellow 'CAUTION' sign and a blue sign that says 'ACTIVATE SWITCH TO OPEN'.

**Trexler Library is committed to ensuring that its patrons have access to all the information/ services they need and our student workers are a huge part of this effort**

For more information:  
[trexlerworks.muhlenberg.edu/employment](http://trexlerworks.muhlenberg.edu/employment)

“

Working at the Circulation Desk, there are the regular tasks like taking inventory, refilling the printers, answering calls, or assisting with references for a scholarly paper, but I can wholeheartedly say the job never gets old. There's always something to be learned, and one of the things I appreciate most is that I've learned how to be flexible, informative, and helpful to the best of my ability, but also that it's encouraged me to ask questions when necessary.

-Greg (21)

”

For more information:  
[trexlerworks.muhlenberg.edu/employment](https://trexlerworks.muhlenberg.edu/employment)

**Administration/  
Collection  
Management**

**Interlibrary Loan**

Many departments to  
work for!

**Lending Services**

**Special Collections  
& Archives**

“

Being an older transfer student, I often struggled to feel like I had a place to belong at Muhlenberg. It wasn't until I became a student worker at Trexler Library that I started to feel grounded like I wanted to be at this school, a part of this community. I was worried I was too shy or soft-spoken to work at the circulation desk, as I didn't think my awkwardness would allow me to help patrons competently. But as the weeks went by, and I began to know the personalities and banter of the PSAs and other student workers better, I grew more comfortable and eventually, confident in my work.

-Sarah ('22)

”

For more information:  
[trexlerworks.muhlenberg.edu/employment](https://trexlerworks.muhlenberg.edu/employment)



Whether an incoming first-year,  
transfer, or returning student,  
Trexler can be the place for you

Work here any time of year

Summer Break

Fall Semester

Winter Break

Spring Semester



For more information:  
[trexlerworks.muhlenberg.edu/employment](http://trexlerworks.muhlenberg.edu/employment)

“

I really enjoy working at the library because it gives me the opportunity to work on my people skills along with my problem solving skills. It is a great opportunity to learn how to handle a part-time job if you've never had one before.

- River ('24)

”

For more information:  
[trexlerworks.muhlenberg.edu/employment](https://trexlerworks.muhlenberg.edu/employment)

Time Management

Reliability

Communication Skills

Customer Service

Critical  
Thinking

Knowledge of the  
Dewey Decimal  
System

**Some skills previous Student Assistants found they gained working at  
Trexler Library**

“

I have also gained a lot of familiarity with the library, which has been so helpful over the years, as this is a building that I also use for academic purposes. My job training taught me how to find books, how to use the large variety of library technology, and where the best study spaces are! This has been one of my favorite perks of working here, and I feel that my academic life at college was strengthened by my comfort with accessing all of the resources that the library has to offer.

– Ashling ('21)

”

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[trexlerworks.muhlenberg.edu/employment](https://trexlerworks.muhlenberg.edu/employment)

# Technology

As a student worker, you can gain firsthand experience with the various technology the Library offers. While helping others, you can help yourself.



“

The skills I have developed and honed throughout my time at Trexler have made me more detail-oriented and resourceful. One of the most valuable experiences has been through the ability to work directly with students, faculty, and Allentown community members.

-Gabriella ('21)

”

For more information:  
[trexlerworks.muhlenberg.edu/employment](https://trexlerworks.muhlenberg.edu/employment)



# We Have Awesome Events!

Trivia Night, Used Book Sale, Public Health panels, and more!

Student employees are a huge help with making sure these events go well



“

The Trexler Library staff provides a safe working and learning environment, giving student workers like myself opportunities to take initiative, build their customer service skills, and how to respond to feedback. Even after basic training, we learn a large portion of our duties on the go, making no two shifts at the library the same. The supervisors couldn't be more welcoming and supportive during this ongoing process. They are some of the kindest Muhlenberg staff members I've met on campus and are always ready to engage with us.

-Emma ('24)

”

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[trexlerworks.muhlenberg.edu/employment](https://trexlerworks.muhlenberg.edu/employment)

**We can't wait to  
work with you!**

For more information:  
[trexlerworks.muhlenberg.edu/employment](https://trexlerworks.muhlenberg.edu/employment)