STUDENT ASSISTANT

Division: Digital Library Services – Digital Projects Unit, Library South 6th Floor

Description: The Digital Projects Unit of the University Library is looking for one student assistant to aid the staff in the digitization of the Library’s archival, rare, and unique materials.

Responsibilities: (Primary) Document preparation
Scanning of documents, photographs, and photographic negatives
Digitization of audio-visual materials
Data entry

Qualifications: Must be able to lift heavy boxes (40 lbs or less)
Detail-oriented
Dependable and punctual
Currently enrolled in at least 6 credit hours

Hours: 15-20 hrs. Per week (Monday- Friday 8:00am-5:00pm)
Scheduling is flexible.

Salary Level: $7.25 per hour

How to Apply: To apply for this position, please send your resume to liblao@gsu.edu.

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