STUDENT ASSISTANT (Atlanta Campus)
Special Collections & University Archives

Department: Special Collections & University Archives, University Library South, 8th Floor

Description: The Special Collections & University Archives department of the University Library is looking for a student assistant to aid the staff by performing duties in support of general administrative functions, as well as the processing, organizing, and preserving of collections of historical materials.

Examples of Duties:
- Aiding in organizing, describing and preserving archival collections
- Database entry
- Digitizing of photographs and photographic negatives
- Support of reading room: photocopying and retrieval of materials for researchers and visitors

Required Qualifications:
- Knowledge of general office policies and procedures
- Experience of Microsoft Word, Excel
- Knowledge of general office equipment: fax, photocopier, printer, scanner
- Ability to work independently
- Ability to follow instructions
- Good interpersonal skills
- Good telephone skills
- Ability to consistently work agreed upon hours
- Ability to lift 40 lbs.

Hours: Monday - Friday (8:30 a.m.- 6:00 p.m.), Up to 20 hours per week

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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