



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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