



WORK STUDY AND STUDENT

ASSISTANTS NEEDED

SPECIAL COLLECTIONS & ARCHIVES

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

Description: Special Collections and Archives collects and preserves unique and rare historical materials in selected subject areas. The department promotes the use of these materials by the Georgia State University community, scholars and the public. Its goal is to advance scholarship and to further the educational, research and service missions of the university. **We are looking for (2) Work -Study students and (2) Student Assistants** to assist with research services, outreach activities, processing collections, and other special projects.

Examples of Duties:

- Regularly staffs the Reading Room service desk
- Pulls boxes, books, and other archival research for patrons
- Answers the service desk phone, checks voicemail, and refers patrons to the appropriate staff member
- Ensures the security and proper handling of material
- Assists with day-to-day departmental functions and special projects

Qualifications:

- Must be enrolled in at least six credit hours
- Customer service, punctuality, reliability, attention to detail, and organizational skills
- Ability to work independently, follow instructions, and meet deadlines
- Ability to consistently work agreed upon hours
- Knowledge of general office equipment: photocopier, printer, scanner, and computers
- Experience using Microsoft Office Suite, University Library's Catalog, and Digital Collections
- Ability to push and move 40 lbs. with or without reasonable accommodations

Hours: Monday-Friday, 8:30 a.m.- 6:00 p.m. 10-20 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

Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local

protected class.