



STUDENT ASSISTANT **DIGITAL LIBRARY SERVICES – DIGITAL PROJECTS**

Department: Digital Library Services, Library South, 6th floor

Description: The Digital Library Services department is currently seeking to hire a Student Assistant. The Digital Library Services - Digital Projects unit handles digitization projects for the University Library.

Examples of Duties:

- Scan documents
- Document prep
- Image treatment
- Basic metadata creation
- Digitization of audiovisual materials
- Other duties as assigned

Qualifications:

- Attention to detail
- Effective communicator
- Basic computer skills including general knowledge of Microsoft Office
- Currently enrolled in at least 6 credit hours

Hours and Shifts: 15-20 hours per week, to be scheduled between 7:30 a.m. and 5:00 p.m. Monday-Friday

Salary Level: \$7.25/hr.

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

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affirmative action employer strongly committed to cultural diversity.*