WORK- STUDY STUDENT ASSISTANTS
USER SERVICES AND TECHNOLOGY SUPPORT

Department: User Services, Library North, Floors 1 & 2 Service Desk

Description: The Users Services and Technology department is currently seeking to hire two Work Study Student Assistants.

Examples of Duties:
• Check in/out books, reserve books and other library materials
• Answer calls, basic informational, directional and library policy questions
• Assist with basic technology questions
• Replenish printers and supply
• Assist with universal borrowing process
• Assist with cleaning study room white boards
• Assist with closing procedures
• Other duties as assigned

Qualifications:
• Must be in work study program (proof of work study financial aid letter)
• Currently enrolled in at least 6 credit hours
• Have a basic understanding of using computers
• Attention to detail and ability to multitask
• Must be dependable and punctual
• Must have effective interpersonal skills and a positive attitude
• Demonstrates flexibility and a team player
• Able to lift and push 30lbs with or without reasonable accommodations

Hours and Shifts: MUST BE ABLE TO WORK 1 of 2 Shifts:
1st shift: Saturdays/Mondays/Wednesdays; 12pm-6pm
2nd shift: Sundays/Tuesdays/Fridays: 12pm-6pm

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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