STUDENT ASSISTANTS
PERIMETER LIBRARY SERVICES (CLARKSTON CAMPUS)

Department: Perimeter Library Services (Clarkston Campus)

Description: The Clarkston Campus is currently seeking to hire two Student Assistants for the Library.

Examples of Duties:
• Check in/out books, reserve books and other library materials
• Process holds, recalls, renewals and other patron requests
• Shift and straighten books on shelves
• Answer basic informational, directional and library policy questions, help patrons locate materials in the stacks, provide basic copy machine assistance
• Answer phone calls, reply to e-mail directed to the circ desk, process the daily circulation notices (e-mail and paper)
• Assist with call clip requests
• Search the stacks for books reported missing or billed for replacement
• Process and shelve periodicals
• Assist with opening and closing procedures
• Sort, unload and shelve books

Qualifications:
• Currently enrolled in at least six credit hours
• Must be dependable and punctual
• Attention to detail and ability to multi task
• Effective written and verbal communication skills
• A positive attitude, demonstrates flexibility, and team player
• Able to lift and push 30lbs with or without reasonable accommodations

Hours and Shifts: 20 hours Monday – Friday (based on class schedule)

Salary Level: $7.25/hr.

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

Georgia State University is an equal opportunity educational institution/affirmative action employer strongly committed to cultural diversity.