STUDENT ASSISTANT
DIGITAL LIBRARY SERVICES – DIGITAL PROJECTS UNIT

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: 15-30 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

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