STUDENT ASSISTANT  
DIGITAL LIBRARY SERVICES - SYSTEMS

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

Description: The Digital Library Services (Systems) department is currently seeking to hire one Student Assistants. The Systems department handles all computer and related technology support for the University Library.

Examples of Duties:
- Unpacking computer boxes
- Setting up computer hardware
- Assisting faculty and staff with audio visual equipment
- Maintaining cleanliness of storage and development room in the department
- Maintaining neatness of classroom computers
- Assisting Systems Specialists in the deployment of computer imaging and rollout
- Troubleshooting defective hardware and software with the help of Systems Specialists
- Other duties as assigned

Qualifications:
- Effective written and verbal communication skills
- Ability to work independently and collaboratively on projects
- Multi-tasking capabilities
- Basic computer familiarity including general knowledge of Microsoft Office
- Currently enrolled in at least 6 credit hours
- Freshman or sophomore classification (will consider a junior)
- Willing to work during summer semester

Hours and Shifts: Monday – Friday from 8:30 am – 12:30 pm

Salary Level: $8.00/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.