STUDENT ASSISTANT
USER SERVICES & TECHNOLOGY SUPPORT - CURVE

Department: User Services & Technology Support, Library South, Curve

Description: CURVE: Collaborative University Research and Visualization Environment is a technology-rich discovery space and digital scholarship center in Georgia State University Library. CURVE’s mission is to enhance Georgia State University’s research capabilities and to serve the University by providing technology and services that promote interdisciplinary engagement, collaborative research, and innovative inquiry. CURVE serves undergraduate students, graduate students, faculty, and staff who seek innovative technologies and user-oriented services for multidisciplinary research.

Examples of Duties:
- Provide high-quality customer service at CURVE and over the telephone
- Able to interact tactfully and efficiently with students, staff, and faculty members
- Monitors and assists patrons in the operation of computer hardware and software
- Provides basic troubleshooting on computer equipment, including keeping space neat
- Monitors and assists patrons with CURVE reservations
- Able to enforce library policies
- Supporting staff with event set-up
- May perform other duties as assigned
- Critical Qualifications

Qualifications:
- Must be enrolled in at least 6 credit hours
- Effective written and verbal communication skills
- Must possess excellent customer service skills
- Must be able to work three hour blocks (or more)
- Must possess above average computer and software knowledge, such as Adobe CS6, GIS, SAS, SPSS, etc.

Preferred Qualifications: Federal Work Study or Panther Works recipients.

Hours and Shifts: Monday -Thursday, 9:00 a.m. – 9:00 p.m., Fridays, 9:00 a.m. -5:00 p.m. and Sundays, 3:00 p.m. - 9:00 p.m.

Salary Level: $8.25/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.