WORK STUDY STUDENT
DIGITAL LIBRARY SERVICES

Division: Digital Library Services, Library South, 6th Floor

Description: The Digital Library Services (Digital Projects) department is currently seeking to hire one FWS student. The Digital Projects Unit handles digitization projects for the University Library.

Examples of Duties:

• Preparing documents for scanning (staple removal, assigning identifiers to photographs)
• Scanning documents/photographs
• Image treatment
• Digitization of audiovisual materials
• Basic metadata creation
• Other duties as assigned

Qualifications:

• Currently enrolled in at least 6 credit hours
• Must be a recipient of the Federal Work Study program (FWP)
• Effective communicator
• Attention to detail
• Proficient knowledge of Microsoft Word and Excel

Hours and Shifts: 15-20 hours Monday – Friday

Salary Level: $8.00 - $10.00 per hour (depending on experience)

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

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