STUDENT ASSISTANT
PERIMETER LIBRARY SERVICES (DECATUR CAMPUS)

Department: Perimeter Library Services (Decatur Campus)

Description: The Decatur Campus is currently seeking to hire one Student Assistant for the Library.

Examples of Duties:
- Maintenance of the library and library collection
- Staff service desk & assist with circulation of library materials
- Provide directional assistance to students
- Shifting and straightening books on shelves
- Shelving library materials and sorting/unloading books
- Assist with marketing and outreach events
- Processing and shelving periodicals
- General office work

Qualifications:
- Currently enrolled in at least 6 credit hours
- Customer service experience and Outlook
- Attention to detail and ability to multi task
- Effective written and verbal communication skills
- Ability to work effectively with culturally diverse library users
- Able to lift and push 30lbs with or without reasonable accommodations

Hours and Shifts: 15-20 hours Monday – Friday, afternoons and evenings (based on class schedule)

Salary Level: $12.00/hr.

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

Georgia State University is an Equal Opportunity 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.