STUDENT ASSISTANT

COLLECTION DEVELOPMENT – STACKS MAINTENENCE

Department: Collection Development, University Library South, 6th Floor

Description: Collections Development serves to provide the resources for the University Library’s collection at Georgia State. The Collection Development department is comprised of the Interlibrary Loan and Stacks Maintenance units. The Stacks Maintenance Unit of the University Library is looking for one student assistant to aid the staff in performing general book shelving duties during the operating hours of the Collection Development Department.

Examples of Duties:
- Sorting, unloading and delivering books to the appropriate floor locations
- Shifting and straightening books on the shelves
- Performing shelf inventory periodically throughout the year

Qualifications:
- Must be enrolled in at least six credit hours
- Must be detail oriented
- Must be punctual and dependable
- Ability to push and move 30 lbs. with or without reasonable accommodations

Hours: Monday-Friday, 15-20 hours per week (based on class schedule)

Salary Level: $7.25 per hour

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

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