STUDENT ASSISTANT – FACILITIES

Division: Library Administration – Facilities, University Library North, Ground Floor

Description: The Facilities Unit of the University Library is looking to hire a student assistant to aid the staff in maintaining the general aesthetics of the building by cleaning computers and electronic equipment as well as monitoring facilities issues.

Examples of Responsibilities:

• Cleaning Library computers and electronic equipment
• Maintaining the general aesthetics of the library
• Moving furniture and other items to storage in the library
• Daily walks to monitor facilities issues and cleanliness of the library
• Maintaining student use items throughout the library

Qualifications:

• Detail oriented
• Dependable and punctual
• Customer service oriented
• Must be able to work a consistent schedule
• Must be enrolled in at least six credit hours
• Ability to work independently and follow instructions
• Ability to push and move 25 lbs. with or without reasonable accommodations

Hours: Minimum of 10 hours per week, up to 20 hours per week

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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