



## **STUDENT ASSISTANT**

### **COLLECTION DEVELOPMENT – INTERLIBRARY LOAN**

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

**Description:** The Interlibrary Loan Unit of the University Library has two main functions. We borrow books and request photocopies of materials (not available here) from other libraries for our patrons. We lend books and provide photocopies to other libraries for their patrons. We also provide copies of articles from our print collection to faculty members and graduate students. We are looking for a student assistant to assist with these functions.

**Examples of Duties:**

- Scanning articles
- Pulling books, journals, microfilm and other materials from the stacks
- Checking books out in the Circulation and Interlibrary Loan Systems
- Mailing books and photocopies
- Opening packages

**Qualifications:**

- Must be enrolled in at least six credit hours
- Accuracy and attention to detail are essential
- Ability to work independently and follow instructions
- Ability to consistently work agreed upon hours
- Knowledge of general office equipment: photocopier and printer
- Ability to work in a busy work environment
- Ability to push and move 25 lbs. with or without reasonable accommodations
- Ability to work Summer semester 2018 preferred

**Hours:** Monday-Friday 9:00AM – 5:00PM, 15-20 hours per week (based on class schedule).

**Salary Level:** \$8.00 per hour

**How to Apply:** To apply for this position, please send your cover letter and resume to: [liblao@gsu.edu](mailto:liblao@gsu.edu)

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