



STUDENT ASSISTANT
PERIMETER LIBRARY SERVICES (DUNWOODY CAMPUS)

Department: Perimeter Library Services (Dunwoody Campus)

Description: The Dunwoody Campus is currently seeking to hire a Student Assistant for the Library.

Examples of Duties:

- Charging and discharging materials at the circulation desk
- Answering and transferring phone calls
- Providing routine information to students and patrons
- Shifting and straightening books on the shelves
- Sorting and unloading books at the appropriate location
- Helping to maintain the library collection and general upkeep of the building

Qualifications:

- Currently enrolled in at least six credit hours
- Basic proficiency with Microsoft Office 2016, Office 365, web searches, PAWs, and iCollege
- Must be dependable and punctual
- Attention to detail and ability to multitask
- Able to lift and push 30 lbs. with or without reasonable accommodations
- Effective written and verbal communication skills

Hours and Shift: 15-20 hours Monday – Friday (based on class schedule/will require some evenings and weekends)

Salary Level: \$8/hour

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

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