



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: 10- 20 hours per week, between 7am – 11am (Monday-Friday)

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

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