STUDENT ASSISTANT
PERIMETER LIBRARY SERVICES (CLARKSTON CAMPUS)

Department: Perimeter Library Services (Clarkston Campus)

Description: The Clarkston Campus is currently seeking to hire a student assistant for the library.

Examples of Duties:
- Performs a wide variety of typing assignments
- Performs a range of staff and/or operational support activities as assigned
- Performs miscellaneous job-related duties as assigned by the Associate Department Head
- Maintain the library collection, which includes: gathering, sorting, shelving, shifting, and inventory of books
- Answer basic informational, directional, and library policy questions
- Report maintenance or security issues to supervisor
- Abide by GSU COVID-19 guidelines

Qualifications:
- Currently enrolled in at least six credit hours
- Must be dependable and punctual
- Proficient in Office 365
- Attention to detail and ability to multi-task
- Effective customer service skills
- Able to lift and push 30lbs with or without reasonable accommodations

Hours and Shifts: 15-20 hours/week Monday – Friday between 8 a.m. – 10 p.m. (based on class schedule)

Salary Level: $8.00/hr.

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

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