Library Ambassadors

Department: User Services & Technology Support (USTS) – Atlanta Campus

Description: USTS is seeking to hire Library Ambassadors for the Spring 2022 semester to provide excellent customer service to library patrons and provide general support to USTS day-to-day operations.

Duties and Responsibilities

• Answer directional questions and provide information about services offered by the library. Explain departmental policies and procedures.
• Check out books and equipment. Empty external book drops.
• Troubleshoot basic computer hardware and software issues. Help students with scanners, print release stations, photocopiers, and display monitors.
• Restock printing and office supplies.
• Confirm reservations and provide access to approved spaces.
• Maintain good attendance record. Adhere to assigned desk schedule.

Qualifications

• Strong communication and interpersonal skills
• Ability to perform duties in an independent manner with minimal supervision
• Must be enrolled in at least six credit hours
• Abide by GSU COVID-19 guidelines
• If applicable, must provide a copy of Federal Work Study program (FWP) award letter

Hours: Up to 20 hours per week

Monday: 9am – 2pm
Wednesday: 9am- 2pm
Friday: 9am-2pm
Saturday: 12pm-5pm

Pay Rate: $8.50 per hour

How to Apply: To apply for this position, please send resume to liblao@gsu.edu. Review of applications and virtual interviews will begin immediately.

Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.