WORK STUDY STUDENTS
PERIMETER LIBRARY SERVICES (DUNWOODY CAMPUS)

Department: Perimeter Library Services (Dunwoody Campus)

Description: The Dunwoody Campus is currently seeking to hire 2 FWS students 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 at main desk and lower reference desk
• 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
• Assist with various projects and library events as needed

Qualifications:
• Currently enrolled in at least 6 credit hours
• Must be a recipient of the Federal Work Study program (FWP)
• Comfortable with technology and have a 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: Starting at $8/hour

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

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