STUDENT ASSISTANT
PERIMETER LIBRARY SERVICES (DUNWOODY CAMPUS)

Department: Perimeter Library Services (Dunwoody Campus)

Description: The Dunwoody Campus is currently seeking to hire one 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 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
- 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: $8/hour

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

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.