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 through daily walks, tidying and restocking of furniture and equipment, and monitoring facilities issues.

Examples of Responsibilities:

• Maintaining furniture placement throughout the library
• 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
• Cleaning Library computers and electronic equipment
• 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 7a – 11a (Monday-Friday)

Salary Level: $9.00 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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