STUDENT ASSISTANT OR FEDERAL WORKSTUDY

RESOURCE ACQUISITIONS – INTERLIBRARY LOAN

Department: Resource Acquisitions, Library South, 6th Floor

Description: The Interlibrary Loan Unit of the University Library has two main functions. We borrow books and request photocopies of materials (not available here) from other libraries for our patrons. We lend books and provide photocopies to other libraries for their patrons. We also provide copies of articles from our print collection to faculty members and graduate students. We are looking for a student employee to assist with these functions.

Examples of Duties:

• Scanning articles
• Pulling books, journals, microfilm and other materials from the stacks
• Checking books out in the Circulation and Interlibrary Loan Systems
• Mailing books and photocopies
• Opening packages

Qualifications:

• Must be enrolled in at least six credit hours
• Accuracy and attention to detail are essential
• Ability to work independently and follow instructions
• Ability to consistently work agreed upon hours
• Knowledge of general office equipment: photocopier and printer
• Ability to work in a busy work environment
• Ability to push and move 25 lbs. with or without reasonable accommodations
• Federal Work Study recipient – please attach scan of award with application

Hours: Monday – Friday 10:00AM – 4:00PM, 10 hours approximately per week – two hours per day (based on class schedule).

Salary Level: $12 per hr. for student assistants. FWS pay is $8 - $10 per hour depending on experience.

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

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