

**WORK STUDY STUDENT**  
**PERIMETER LIBRARY SERVICES (DUNWOODY CAMPUS)**

**Department:** Perimeter Library Services (Dunwoody Campus)

**Description:** The Dunwoody Campus is currently seeking to hire 1 FWS student 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- \$10 per hour (depending on experience)

**How to Apply:** To apply for this position, please send your resume to [liblao@gsu.edu](mailto:liblao@gsu.edu)

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