



STUDENT ASSISTANT **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 GSU students, staff, and faculty. We are looking for a student assistant to assist with these functions.

Examples of Duties:

- Scanning articles from bound volumes and microform
- 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

Hours: Monday – Friday: 2-3 hours per day between 10:00AM – 4:00PM

Salary Level: \$12.00 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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