STUDENT WORKER REQUEST FORM  
(for job posting)

Semester(s) Needed: Spring 2018

Date Needed: January 16, 2018

Department:
Libraries Branches

Location: Music Building, room 115
(Building Name/Room No., Campus Location)

Phone: 678-2330

Fax:

Contact Person(s):
Joel Roberts

Email Address(s):
jerberts@memphis.edu

No. of Students Needed:

Fed. Work-Study Student Employees 1
Regular Student Employees

Hours Per Week: 12
Pay Rate per Hour: $7.50

Brief Job Description: Works at Music Library circulation desk. Duties include: checking materials out to patrons, answering phones, and providing general customer service. The Music Library is especially interested in applicants who possess formal music backgrounds.

Job Duties:

✓ Typing  Copying
✓ Computer Knowledge  ✓ Running Errands
✓ Filling  ✓ Answering Phones