THE UNIVERSITY OF MEMPHIS

Memphis, TN 38152

Financial Aid/Student Employment Office
103 John Wilder Tower

Office: (901) 678-4825
FAX: (901) 678-5902

STUDENT EMPLOYEE REQUEST FORM
(Please print clearly)

PLEASE READ

Once you've hired the student(s), please complete the appropriate paperwork and submit them to our office. It is recommended that you submit the paperwork to the Student Employment Office FIVE days BEFORE the students begin working. Students cannot begin working until you receive approval back from our office. Please notify us once the position is filled.

Semester(s) Needed: Fall

Date Needed: 9/2/2017

Department: University Libraries, Health Sciences Branch Library
(No department abbreviations please)

Location: Community Health Building / Room 2002
(Building Name/Room No.)

Phone: 5846 or 3193 (please email)

Fax: No Fax

Contact Person(s): John Swearengen

Email Address(s): jmswrngn@memphis.edu (preferred response is by email)

	No. of Students Needed:
Fed. Work-Study Student Employees	1
Regular Student Employees	1

Hours Per Week: up to 20

Pay Rate per Hour: $7.25

Brief Job Description: Answer phone, check in and out library materials to patrons, assist patrons with basic directional and reference questions, assist patrons with using library catalog and basic on-line library resources, with finding hard-copy resources, with using basic office equipment. Assist staff with various ongoing duties and projects. Preferred work hours: Monday - Thursday 4:00 - 8:00 pm and Monday - Friday 11:00 am - 2:00pm.

Duties:

- [x] Typing
- [x] Copying
- [x] Computer Knowledge
- [x] Running Errands
- [x] Filing
- [x] Answering Phones

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