Student Employment Job Posting Form

To add or remove a job posting, complete and submit this form via e-mail to stuemp@memphis.edu

Action Requested:
- ⦿ Add Posting (Complete ALL information)
- ◯ Remove Posting (Only complete Employment Type, Department, & Contact Person)

Employment Type: ⦿ Regular Student Employment ◯ Federal Work-Study

Semester Needed: Fall 2017

Date Needed: 9/29/17   No. of Students Needed: 1

Department: University Libraries, Mail Room

Location: McWherter Library

Job Description: Assists with Monitoring Shipping and receiving area of the University Libraries, serves as backup to the Mail Clerk in the retrieval and delivery of journal/books and materials for Branch Libraries, sorts incoming/outgoing mail.

Duties:
(check all that apply)
- ☐ Typing
- ☐ Filing
- ☑ Running Errands
- ☑ Computer Knowledge
- ☑ Copying
- ☑ Answering Phones

Hours: This is a part-time position involving 12-20 hours per week. Must be available to work during breaks and holiday periods.

Pay Rate: 7.25/hr.

Contact Person: James Singleton

E-mail: jesngltn@memphis.edu

Contact Phone: 901-678-8202

Fax Number: 901-678-8218

University of Memphis | Student Employment Office | Tel: (901) 678-4825

| E-mail |