

University of Memphis

I Department: Baptist Memorial Health Care Library (Health Sciences Library)

II Position: Student Assistant

III Purpose: To work with Federal Grant Project: Multilingual health information and literacy skills: The importance of Information access during a pandemic

IV Duties and Responsibilities

- The student will perform individually assigned duties including:
 - organizing and completing project assignments,
 - promoting events,
 - conducting (facilitating or moderating) presentations or workshops
- Help to develop educational and promotional materials.
- Assist in data collection and analysis, writing abstracts, manuscripts, and preparing reports (e.g., brief data analysis and writing reports).
- Provide support during educational workshops and evaluation process.
- Office duties include filing, answering phones, maintaining inventory supplies, printing documents, and others.

V Direction Received: Work under the supervision of the two project researchers (faculty members).

VI Job specifications: Requires enrollment at the University of Memphis. Depending on the official library hours posted for each semester. The job will provide opportunities to acquire research knowledge, experience, and skills.

VII Special Conditions

This is a part-time position. The student may work up to 15 hours a week for a total of 300 hours)

Official library hours are set before the beginning of the semester. Library hours may change from one semester to another. The student needs to have flexibility to work remotely as needed.

This position requires work related communication and interaction between student employees, faculty, staff, and students, and willingness and the ability to work in an outreach program.

Start: Monday, August 1st, 2022; 8:30 AM

End date: Friday, March 31st, 2023; 5:00 PM

VIII Required knowledge skills, abilities, and characteristics

- Excellent written and verbal communication skills and attention to detail.
- Experience using Microsoft Windows and Microsoft Office.

- Being bilingual (Spanish and English) is highly desired
- Display exemplary attitude and work habits, including trustworthiness and attention to detail.
- Ability to work well with the public others (especially in an environment that appreciates diversity) as well as independently
- Adherence to work schedule and promptness are essential

Student employees will be expected to arrive on time to work¹.

7/14/2022

¹ Only serious reasons for failing to arrive at work on time will be accepted. These reasons include illness, unpredicted transportation problems, and real emergencies. Failing to inform the student employee supervisor of valid reasons for missing scheduled work hours will be considered grounds for dismissal.