

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): jroberts@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
☒ Computer Knowledge
☐ Filing

☐ Copying
☒ Running Errands
☒ Answering Phones