

PART TIME STUDENT WORKER HEALTH SCIENCES LIBRARY

The Health Sciences Library is a branch of The University Libraries at The University of Memphis. The library is located on the Park Avenue Campus of the University of Memphis. Reliable transportation is required.

Preferred hours of employment: Monday – Friday, 11:30 am – 2:00 pm. Possibly longer hours on Friday.

Paid work experience is preferred over voluntary unpaid work experience.

Student employees must take the job seriously and not assume that they will be able to use their worktime to complete class assignments.

This position requires work related communication and interaction between faculty, staff, and students. Strong communication skills are required.

This position requires thorough knowledge and experience using Microsoft Windows and Microsoft Office.

This position requires the willingness and ability to learn new software applications.

Student employees must be willing and able to fulfill all work requests made by the Student Employee Supervisor, the Health Sciences Librarian, and other HSL staff members. Failing to perform assigned tasks will be considered grounds for dismissal.

Student employees will be expected to arrive on time to work. The Student Employee Supervisor should immediately be informed if a student employee is unable to arrive on time. 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 in a timely manner of valid reasons for missing scheduled work hours will be considered grounds for dismissal.

Salary: \$15.00 per hour. Maximum hours per week: 15.

Contact John Swearengen at jmswrngn@memphis.edu.