

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/Spring 2018

Date Needed:

August 1, 2018

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)

- | | |
|---|--|
| <input type="checkbox"/> Typing | <input checked="" type="checkbox"/> Computer Knowledge |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Copying |
| <input checked="" type="checkbox"/> Running Errands | <input checked="" type="checkbox"/> Answering Phones |

Hours:

12- 20 hours per week. Must be available to work during breaks and holiday periods.

Pay Rate:

\$7.50/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](mailto:stuemp@memphis.edu)