

## **Student Workers Needed**

**Semester Needed:** Ongoing

**Date needed:** 05/2019

**Department:** Research and Instructional Services

**Location:** McWherter Library

**Job Description:**

**Duties & Responsibilities:**

- Provide customer service at the RAD desk and/or the User Assistance room.
- Shelf periodical material such as microfilm/microfiche, bound and unbound journals, newspapers, etc.
- Load printers/copiers with toner, image unit and paper on the second, third, and fourth floors.
- Give library tours upon request.
- Assist library users with locating journals and microfilm material on the second floor. In addition, assist with locating books on the third and fourth floors.
- Assist with basic research questions & catalog searches in the User Assistance rooms and the RAD desk.
- Assist library users with the following library equipment - microfilm scanners, hole puncher, Bookeye, copy card dispenser, copiers, Mac computers, Dells, etc.
- Make hourly rounds to check printers, copiers and pickup library material left on tables.
- Complete miscellaneous duties as assigned by supervisor.

**Physical/Mental Demands:** Challenging, dynamic, and fast-paced office environment that can be stressful at times due to the amount of people coming to the User Assistance room for service. Physical labor is minimal. However, you must be able to walk and stand for long periods. You must be able to push a cart and lift hand(s) over your head to shelf periodical material.

**No. of Students Needed:** 2 Regular Students and 4 Federal Work Study Workers

**Hours:** Varies

**Pay rate:** \$7.50 per hour

**Contact Person:** Denetria Wilder

**Contact Phone:** No Calls Please!