

## STUDENT JOB POSTING

Semester(s) Needed: Fall & Spring 2015 - 2016

Date Needed: Sept. 8, 2015

Department: Libraries Branches (Health Sciences Library)

Location: Community Health Bldg, Room 2002 (Park Ave. campus)

Job Description: Answer phone; shelve books and periodicals; assist patrons with directional and basic reference queries; check in and out library materials; assist patrons with office equipment; assist patrons in locating library materials and using online catalog; assist staff with ongoing duties and projects.

Duties: Typing, computer knowledge, filing, copying, answering phones

Number of Students Needed: 2 students awarded **federal work study**

Hours: 12 per week

Pay Rate: \$7.25 per hour

Contact Person: John Swearengen

Email Address: [jmswrngn@memphis.edu](mailto:jmswrngn@memphis.edu)

NO PHONE CALLS, PLEASE.