

STUDENT JOB POSTING

Semester(s) Needed: Fall/Spring Semesters

Date Needed: August 22, 2016

Department: Libraries Branches (Health Sciences Library)

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

Job Description: Only Federal Work Study program participants accepted.
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, answering phones, running errands

Number of Students Needed: 1 student awarded **federal work study**

Hours: 12 per week

Pay Rate: \$7.25 per hour

Contact Person: John Swearengen

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