

STUDENT JOB POSTING

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

Date Needed: August 24

Department: Libraries Branches (Music Library)

Location: Music Building, room 115

Job Description: Answer phone; shelve books, periodicals, recordings, microfilm, and other materials; assist patrons with directional and basic reference queries; Check in and out library materials; assist patrons with office equipment; assist patrons locate library materials and use online catalog; assist staff with ongoing projects; run errands to other campus locations.

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

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

Hours: 12 per week; morning availability desirable

Pay Rate: \$7.25 per hour

Contact Person: Anna Neal

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