

# University Libraries Position Description

I. DEPARTMENT:

II. POSITION: Student Assistant

III. JOB PURPOSE:

IV. DUTIES AND RESPONSIBILITIES

- A.
- B.
- C.
- D.

V. DIRECTION RECEIVED

Reports to

VI. JOB SPECIFICATIONS

Requires enrollment as a student at the University of Memphis

VII. SPECIAL CONDITIONS

This is a part - time position involving    hours per week. The primary work schedule for this position is                   . During breaks, interim, summer, and holiday periods, more work hours might be offered if sufficient work and funds are available.

VIII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A.
- B.
- C.
- D.
- E.

IX. WORKING CONDITIONS

Technologically oriented academic research library with some similarity to an office environment. Position requires some standing, walking, and reaching. Incumbent must be able to bend, stoop, and lift up to 30 pounds. Responsibilities may require that the incumbent push and/or pull wheeled book trucks weighing up to 300 lbs.