Federal Work Study Student Assistant
Library West User Services
Fall

PAY RATE: $9.15 per hour

LENGTH OF EMPLOYMENT: Available to start immediately and continue through the end of Fall 2021 and possibly beyond. These are ongoing Federal Work Study positions.

WORK SCHEDULE:

7:30am—1:30am Monday to Thursday
7:30am—11:30pm Friday
8:30am—8:30pm Saturday
9:30am—1:30am Sunday

JOB DUTIES

Public service library duties including:

- Staff the circulation desk on the second floor of Library West
- Search the UF catalog to determine the location of library materials and if they are available for checkout
- Check out library materials
- Search ARES, retrieve, check out, and return course reserve materials
- Answer telephone calls and provide directional assistance for patrons
- Assist patrons with general questions and refer them to other staff members when needed
- Assist patrons with operation of printers, scanners, workstations, and other equipment
- Assist with other general library duties and/or projects such as shelving returned materials or supporting other departments
- Assist collections by reporting and maintaining the Missing Items Search Procedures
- Process new materials for the New Book Wall
- Keep workstation clean, sanitized, and stocked
- Periodically patrol the library to collect browsed library materials, and report maintenance or technological equipment issues to supervisors
- Periodically patrol the library to uphold library policies
- Periodically assist staff members with opening and closing procedures
- Assists in creating displays and other crafts as overseen by staff

Minimum Requirements

- **Federal Work Study Program REQUIRED - NO EXCEPTIONS!**
- Must be dependable, punctual, detail-oriented, and courteous
- Must be able to work some weekend and evening hours
- Ability to manage time and commitments including scheduled work hours

- Ability to follow detailed instructions
- Strong oral and written communication skills
- Experience with technological skills and applications
- Must be able to lift and push up to 25 lbs

Preferred Qualifications

- Previous customer service experience
- Previous experience in any library setting
- Good database and web searching skills
- Knowledge of UF Libraries Catalog and databases
- Comfortable in Windows operating system
- Previous experience with management applications (Microsoft Teams, Trello)
- Ability to work independently once trained

Additional Information

- **Applicants must attach a copy of their valid, current Federal Work Study Program work permit and a copy of their current class schedule** to "Additional Documents 1 & 2" of the job requisition and provide copies of both documents upon request
- Freshmen & sophomores who will consider working for the duration of their academic tenure are preferred, but others who are able to make a long-term commitment to the unit will be considered
- Applicants will have to maintain FWS in order to continue working at Library West

Apply online at: https://explore.jobs.ufl.edu/en-us/job/517383/federal-work-study-library-west-user-services-for-fall