Special Collections Student Assistant
Special and Area Studies Collections (SASC)

PLEASE NOTE: Be aware this position is not located on the main campus. The job location for this position is: Auxiliary Library Facility, 2715 NE 39th Avenue Gainesville, Florida 32609

PAY RATE: $10.00 per hour

LENGTH OF EMPLOYMENT: Summer 2022. POSSIBILITY OF RENEWAL FOR THE FALL

HOURS: MONDAY-FRIDAY 9:00 A.M. – 4:00 P.M. - 10 HOURS PER WEEK

JOB DUTIES

- Primarily works at the library's off-campus warehouse
- Shelve, retrieve, and organize materials in library storage areas
- Create folder lists using Microsoft Word, Excel, or other computer programs
- Hand write folder labels
- Work with unique and invaluable manuscript materials by sorting, refoldering, and reboxing items
- Barcoding and labeling collections
- Occasionally conduct research by looking through documents, books, and websites
- Keep sections in order by checking collection numbers, straightening the shelves, reporting problems

MINIMUM REQUIREMENTS

- Access to transportation to work at the library's off-campus warehouse
- Ability to lift 40 pound boxes and stand on stools and high ladders
- Ability to work courteously and effectively with others
- Ability to work with attention to detail
- Ability to follow both written and spoken instructions and procedures
- Ability to manage time and commitments including scheduled work hours

PREFERRED QUALIFICATIONS

- Previous experience in any library setting
- Good database and web searching skills
- Ability to work independently once trained

ADDITIONAL INFORMATION

- If hired, you will need your **original** Social Security card to present to Human Resources.

SPECIAL INSTRUCTIONS TO APPLICANT

- UF HR application **AND** a departmental application must be submitted. Complete UF HR application at http://explore.jobs.ufl.edu/. Please email mjkruse@ufl.edu for a PDF copy of the SASC student employeeapplication.

Apply online at: https://explore.jobs.ufl.edu/en-us/job/521646/special-collections-student-assistant-off-campus