

## **Federal Work Study - Electronic Resources Unit Student Assistant**

University Libraries, Acquisitions Department

**Rate of Pay:** \$11.16/hr

**Number of Students Needed:** 1 @ 8-12 hours per week

**Onsite work location:** 4th floor of Library East, Smathers Library

**Start Date:** This position begins in the Summer 2022 semester with the opportunity to continue in following semesters.

**Job Description:** The Electronic Resources Unit seeks a creative and enthusiastic student assistant to aid the Unit staff in various tasks including: verifying financial information; loading electronic (ebook) records into the catalog; investigating order records; working with statistics and spreadsheets; updating and maintaining list of library databases; exploring new systems and assisting with optimizing for user experience; and other Acquisitions responsibilities and projects as assigned by full-time staff.

### **Minimum Requirements:**

- **Federal Work Study Award** for the Summer B or C 2022 semester. Verify your award status here: <https://one.uf.edu/financialaid/aidyear/>  
(One.UF > Financial Aid > Work Study > Federal Work Study)
- Ability to work weekdays between the hours of 9AM-5PM
- Ability to work independently with minimal supervision
- Ability to follow instructions
- Ability to perform tasks that require organization and attention to detail
- Must be punctual, reliable, able to maintain a consistent schedule, and willing to work in a highly-collaborative team environment
- Excellent verbal and written communication skills
- Basic computer skills and familiarity with Microsoft Office Suite (Word, Excel, etc.)

### **Special Instructions to Applicant:**

Applicants must upload documentation of current (valid) Federal Work Study status with application.

Apply online at: <https://explore.jobs.ufl.edu/en-us/job/522371/federal-work-study-electronic-resources-unit-assistant>