**Employing Department:** Map & Imagery Library

**Position Title:** Federal Work Study Library Student Assistant

**Location:** (Optional. Necessary if unit is off campus or building is difficult to find.)

**Phone**:(Optional. For HR only)

**Viewing applications:** Ali Gator

**Number of Students / FWS Staff Needed:** 5

**Rate of Pay**: $10 is min wage

(include [Level/Step](https://hr.uflib.ufl.edu/current-employees/recruitment/studentassistant/) – required for students. Not required for OPS)

**Advertising Summary:**

The Map & Imagery Library is looking to hire 5 students to assist library patrons at the front desk in addition to working on various projects.

**Job Duties**

Student Assistant needed for the Map & Imagery Library at the University of Florida. Duties include, but are not limited to: filing maps and atlases, maintaining databases, organization projects, assisting library patrons, other tasks as needed.

**Minimum Requirements**

* **Must have Federal Work Study**.
* Once trained, will be able to work independently and with minimal supervision.
* Must be punctual, reliable, detail oriented, and work well with others.
* Basic computer skills and familiarity with Microsoft Office Suite (Word, Excel, etc…) is also required.

**Preferred Qualifications**

* Availability to work evenings (5-7pm) and/ or Sundays.
* Able to lift 25 lbs
* Knowledge of world geography
* Previous library experience.

**Posting Date of Position:** 8/15/2022

**Closing Date of the Position:** 08/29/2022

**Special Instructions to Applicants:**

How would you like applicants to apply for this position (online, in person…)?

**Apply online AND in person.**

**Apply online at:** (HR will provide the link)