

**Federal Work Study Student Assistant
Health Science Center Library**

PAY RATE: \$12.00 per hour

LENGTH OF EMPLOYMENT: Available to start summer 2024

HOURS: Up to 12-15 hours per week

Work Schedule: Varies. All positions are expected to work varying shifts between the following hours:

Summer A hours:

Sunday (1pm – 9pm)

Monday – Thursday (7:30am – 9pm)

Friday (7:30am – 7pm)

Saturday (8am – 5pm)

Sumer B hours:

Monday – Friday (7:30am – 7pm)

Saturday, (8am – 5pm)

Sunday, (1pm – 7pm)

JOB DUTIES

Public service library duties including:

- Assist Access Services staff in preparing the HSC Library for opening and closing of the library. This may include but is not limited to: turning on all large monitors, lights; making sure all chairs and furniture are neat and orderly; cleaning white boards and table tops routinely; retrieving materials from outside book returns and reporting problems (equipment out of order, lighting problems, etc).
- Work at the Information Desk, assisting library patrons with online resources, equipment and providing services such as checking items (books, study room keys, lockers, etc.) in and out using Aleph.
- The HSC Library has a very strong commitment to providing excellent customer service to our users. This begins with acknowledging and cheerfully greeting all users as they enter the library.
- Maintaining library environment by shelving, organizing, shifting, straightening the shelves, reporting problems (damaged books, etc) and performing other tasks and/or library related projects as assigned.
- **We will be maintaining social distancing when working at all service desks.**
- **All Library employees are strongly encouraged to wear face masks while at work.**

MINIMUM REQUIREMENTS

- **Federal Work Study Program REQUIRED**
- Must be reliable, punctual, detail-oriented, and courteous
- Must be able to communicate clearly and effectively
- Must be able to manage time and outside commitments including scheduled work hours effectively
- Must be able to follow detailed instructions
- Must be able to work independently once trained
- Must have basic computer skills and experience with Microsoft Office and Outlook
- Must be able to lift 25 lbs

ADDITIONAL INFORMATION

- Freshmen & sophomores who will consider working for duration of their academic tenure are preferred, but others who are able to make a long-term commitment to the unit will be considered.

- If hired, you will need your Social Security card and a picture ID to present to Human Resources. If you have questions, contact Tina Marie Litchfield in Library Human Resources. 352-273-2595 or tlitchfield@uflib.ufl.edu

Apply online at: <https://explore.jobs.ufl.edu/en-us/job/531116/federal-work-study-student-assistant-health-science-center-library>