

Map and Imagery Library Student Assistant – Federal Work Study

Salary: \$12.50 per hour

Federal Work Study Student Assistant needed for the Map & Imagery Library at the University of Florida. Available to start at the beginning of the Summer 2024 semester. Opportunity to continue in this position beyond Summer depending on performance.

Hours: Up to 10-15 hours per week.

Work Schedule: Regular weekly schedules will be set at the beginning of the semester but are subject to change. Work hours could include any hours the Smathers Library building is open. Most student assistants are scheduled for 10 hours per week. Preference given to those who can include evening (5:00 pm – 6:00 pm) hours in their schedule.

Monday-Thursday | 8:00 am-6:00 pm

Friday | 8:00 am-5:00 pm

Job Duties

- Staff the circulation/ reference desk
- Search the UF catalog
- Checking out and returning library materials
- Answer telephone calls and provide directional assistance for patrons
- Assist patrons with general questions and refer them to other staff or faculty members when needed
- Assist with other general library duties and/or projects such as shelving returned maps and atlases, collection inventory/ maintenance, and supporting other departments
- Periodically assist staff members with opening and closing procedures
- Other tasks as needed

Minimum Requirements:

- **Federal Work Study Program REQUIRED - NO EXCEPTIONS!**
- Must be dependable, punctual, detail-oriented, work well with others, and courteous
- Must be able to work some evening hours
- Ability to manage time and commitments including scheduled work hours
- Ability to follow detailed instructions
- Strong oral and written communication skills
- Ability to work independently once trained
- Basic computer skills
- Familiarity with Microsoft Office Suite (Word, Excel, etc...)
- Must be able to lift and push up to 25 lbs

Preferred Qualifications:

- Previous experience in a library setting
- Previous customer service experience
- Good database and web searching skills
- Knowledge of UF Libraries Catalog and databases
- Previous experience with management applications (Microsoft Teams)
- Knowledge of world geography

Special Instructions to Applicants:

- In order to be considered, applicants must attach a screenshot of their **valid, current Federal Work Study Program work permit** to their application.
- Applicants will have to maintain FWS in order to continue working.

*Your Financial Aid Award Page will show whether or not you have been awarded Federal Work Study. Screenshot the portion of the page that shows your award and attach it to your application as proof of FWS eligibility. To locate your Financial Aid Award Page, go to <https://one.uf.edu/financialaid/aidyear>

Apply online at: <https://explore.jobs.ufl.edu/en-us/job/531079/map-and-imagery-library-student-assistant-federal-work-study>