

Special Collections Student Assistant
Special and Area Studies Collections (SASC)
Smathers Library - 1508 Union Rd, Gainesville, FL 32611 - (352)-273-2513

PAY RATE: \$12.00 per hour

LENGTH OF EMPLOYMENT: May-August 2024. 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 Smathers Library, but may on occasion travel to off-site storage warehouse
- Create folder lists using Microsoft Word, Excel, or other computer programs
- Hand write folder labels
- Work with unique and invaluable manuscript materials by sorting, refolding, and reboxing items
- Barcoding and labeling collections
- Occasionally conduct research by looking through documents, books, and websites
- Check book gifts against library catalog holdings
- Shelve, retrieve, and organize materials in library storage areas
- Keep sections in order by checking collection numbers, straightening the shelves, reporting problems

MINIMUM REQUIREMENTS

- 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
- Ability to work independently once trained

PREFERRED QUALIFICATIONS

- Previous experience in any library setting
- Good database and web searching skills

ADDITIONAL INFORMATION

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

SPECIAL INSTRUCTIONS TO APPLICANT

- UF HR application, a departmental application, and a resume must be submitted. Complete UF HR application at <http://explore.jobs.ufl.edu/>.

Apply online: <https://explore.jobs.ufl.edu/en-us/job/530960/special-collections-student-assistant>