

Federal Work Study Library Student Assistant Education Library

Rate of Pay: \$12.50/hr

Location: 1500 Norman Hall, Education Library

Job Description:

The position begins in the Summer 2024 semester, with the option to continue working in the following semesters if receiving an FWS award. It entails general library duties related to customer service and the organization and maintenance of circulating materials at the Education Library.

Responsibilities include:

- Assisting patrons at the service desks and on the phone with basic directional, circulation, and reference questions
- Loaning, processing, and returning library materials
- Assisting patrons with technology in our computer lab
- Assist patrons with printing
- Recording statistics on patron transactions
- Stack maintenance tasks, including shelving and shelf-reading
- Duties may include adapting to service changes and assisting with other projects and initiatives as assigned

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 building is open and additional time after closing and before opening. Most Education Library student assistants are scheduled for 12 hours per week.

For Summer 2024, the Education Library will be open:

8 am – 5 pm Monday to Friday

Closed on weekends

For Fall 2024, the Education Library will be open:

Monday to Thursday: 8 am — 10 pm

Friday: 8 am — 5 pm

Saturday: 1 pm – 5 pm

Sunday: 2 pm – 10 pm

Minimum Requirements:

- Federal Work-Study Program
- Good communication skills
- Detail-oriented
- Works well with the public
- Capable of working independently
- Punctual and reliable
- Must be able to push 50lbs, lift 25lbs

Preferred Qualifications:

- Previous library experience is preferred but not required.

Additional Documents – Please be sure to upload:

- A copy of your Summer class schedule for consideration
- A copy of your résumé
- A cover letter detailing your interest in this position
- A screenshot or copy of your Federal Work Study award details if you are an awardee

Apply online: <https://explore.jobs.ufl.edu/en-us/job/531650/federal-work-study-student-assistant-education-library>