

**Federal Work Study Student Assistant  
Library West User Services  
Summer 2024**

**PAY RATE:** \$12.50 per hour

**LENGTH OF EMPLOYMENT:** Available to start immediately and possibly beyond. These are ongoing Federal Work Study positions.

**HOURS:** Up to 12-15 hours per week.

**WORK SCHEDULE:** All positions are expected to work varying shifts between the summer open hours listed below. If the position continues in the fall and beyond, the hours expected to work will include the library open hours for each semester.

**Monday-Thursday** | 8:00am-11:15pm

**Friday** | 8:00am-9:15pm

**Saturday** | 9:45am-6:15pm

**Sunday** | 9:45am-11:15pm

**JOB DUTIES**

- Staff the circulation desk on the second floor of Library West
- Search the UF catalog to determine the location of library materials and if they are available for checkout
- Follow policy and procedure when checking out and returning library materials
- Search, retrieve, check out, and return course reserve 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 patrons with operation of printers, scanners, workstations, and other equipment
- Assist with other general library duties and/or projects such as shelving returned materials, searching items for selectors, and supporting other departments
- Assist the Collections Department by reporting missing items
- Process new materials for the New Book Wall
- Keep workstation clean, sanitized, and stocked
- Periodically patrol the library to collect browsed library materials, and report maintenance or technological equipment issues to supervisors
- Periodically patrol the library to uphold library policies as needed
- Periodically assist staff members with opening and closing procedures
- Periodically may be asked to open and close the building
- Assists in creating displays and other crafts as overseen by staff

**Minimum Requirements**

- **Federal Work Study Program REQUIRED - NO EXCEPTIONS!**
- Must be dependable, punctual, detail-oriented, and courteous
- Must be able to work some weekend and evening hours
- Ability to manage time and commitments including scheduled work hours
- Ability to follow detailed instructions

- Strong oral and written communication skills
- Experience with technological skills and applications
- Must be able to lift and push up to 25 lbs

### **Preferred Qualifications**

- Previous experience in any library setting
- Previous customer service experience
- Good database and web searching skills
- Knowledge of UF Libraries Catalog and databases
- Comfortable in Windows operating system
- Previous experience with management applications (Microsoft Teams, Microsoft Outlook)
- Ability to work independently once trained

### **Special Instructions to the Applicant and Additional Information**

- **In order to be considered, applicants must attach a copy of their valid, current Federal Work Study Program work permit, a copy of their current class schedule, upload their resume/CV, a list of 3 references, and submit their available hours to work.**
- Freshmen & sophomores who will consider working for the duration of their academic tenure are preferred, but others who are able to make a long-term commitment to the unit will be considered
- Applicants will have to maintain FWS in order to continue working at Library West

**APPLY ONLINE AT: [Job Number 531441](#)**