

General Student Assistant - Library

Job Description

Employees will assist librarians and support staff to complete routine library tasks. The tasks may include, but are not limited to, any of the following activities: shelving books; occasional light to moderate lifting and shifting of books; receiving, processing and digitization of library materials; processing of gift books; scanning documents; retrieving material from the stacks for Special Collections patrons; photocopying library material for Special Collections patrons; light typing & filing; online data entry; processing material for Interlibrary Loan; assisting with ordering; basic physical processing of library material; routine periodical maintenance; working at the service point desks.

There are two positions which require specific knowledge in the following areas:

Basic HTML editing; basic image scanning and editing using Photoshop; participation in various web projects; helping to maintain computer equipment.