

Work Study Job Description

Job Title	Library Assistant
Department Name	Social Development Research Group
Job Location	9725 3rd Ave NE #401, Seattle
Pay Rate	\$10.00 - \$10.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Tanya Williams
Phone Number	206-685-5388
Email Address	witters@u.washington.edu
Website	http://sdrg.org/
Box Number	358734

Nature of Organization

The Social Development Research Group is an internationally recognized, interdisciplinary team of researchers united in a common mission to understand and promote healthy behaviors and positive social development among diverse populations.

Duties and Responsibilities

Maintain manuscripts files; circulate copies of electronic and paper versions of articles.
Update publication records, including Access database of SDRG articles,
Conduct on-line literature searches and download bibliographic records into EndNote database program
Assist in maintaining SDRG library by cataloguing new library holdings and checking holdings against database. Purge library of printed articles that are available electronically
Provide assistance to the Public Information Specialist as needed

Minimum Qualifications

Excellent organization skills, accuracy, attention to detail, thoroughness; computer experience (preferably Word, Access, and EndNote, or ability and desire to learn).

Educational Benefits

Office and library experience in a social work research setting.

How to Apply

Email resume to Tanya Williams, Public Information Specialist, witters@uw.edu

Job Number: SDRG01 | Job Class: 0875 | Category: Social Services & Research | 51% Comp. To Classified: y |
Program: Federal