

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	Law Library - Circulation
<b>Job Location</b>	William H Gates Hall
<b>Pay Rate</b>	\$9.32 - \$9.32
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Vickie Northington
<b>Phone Number</b>	685-9459
<b>Email Address</b>	vcn@uw.edu
<b>Website</b>	
<b>Box Number</b>	353025

<b>Nature of Organization</b>
The Law Library serves the School of Law faculty, students, staff, and visiting scholars, as well as other members of the university community, the bar, and the general public
<b>Duties and Responsibilities</b>
Assist staff at public desk; shelve, checkin, and checkout books.
<b>Minimum Qualifications</b>
Experience dealing with the public as customers or patrons asking for service and information in person or over the telephone"; searching information databases, and shelving books by LC call number system.
<b>Educational Benefits</b>
Opportunity to learn about how libraries, especially law libraries, are run.
<b>How to Apply</b>
In person with interview and written application