

Work Study Job Description

Job Title	Library Student Assistant
Department Name	UW Libraries
Job Location	Seattle, Bothell, & Tacoma Libraries
Pay Rate	\$9.32 - \$11.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Erik Dahl
Phone Number	206-685-1820
Email Address	eadahl@uw.edu
Website	http://goo.gl/YHGwi
Box Number	352900

Nature of Organization

Academic Research Library

Duties and Responsibilities

Specific job duties vary. See individual postings at <http://www.lib.washington.edu/about/employment/students/>

May perform a variety of Library functions in both public service and back office duties. Specific examples include providing checkout and information services at public desks, office and administrative support, book repair, and shelving library materials. May direct or coordinate the activities of other student employees.

Minimum Qualifications

Positions may require previous library, office, or public service experience. Knowledge of foreign languages, computer software skills, Washington drivers license, or other specialized skills or knowledge may be required for some positions.

Educational Benefits

Depending on duties, likely benefits include learning to use library collections and online research or collection management tools. Positions will also develop work place skills such as public service assistance, use of office software, and performing training or lead work.

How to Apply

Apply to open positions online at:

<http://www.lib.washington.edu/about/employment/students/>

Job Number: LIBR01 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program:
Federal