



STUDENT JOB OPPORTUNITY

JOB TITLE: *Technical Services Student Assistant*

DEPARTMENT: High Library

CONTACT PERSON/EMAIL/PHONE #: Sandi Hilsher, Administrative Asst to the Director, hilshesa@etown.edu, 717-361-1451.

TO APPLY: Complete [on-line application](#).

STUDENT JOB DESCRIPTION: Assist with the interlibrary loan and acquisitions process, receiving new library material, filing, opening and packaging mail, scanning, copying, gathering and re-shelving library materials, compiling statistics.

QUALIFICATIONS:

- Ability to work extended hours as needed.
- Ability to preserve confidentiality of information.
- Ability to prioritize multiple tasks.
- Organizational skills and attention to detail.
- Ability to work within strict deadlines.
- Good interpersonal skills and desire to be a team player.
- Exceptional customer service skills.
- Excellent oral communication skills.
- Proficient with Microsoft Office

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for extended periods of time.
- Occasionally required to stand for extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs and stools.
- Regularly required to maintain balance while walking, standing, or crouching.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.

HOURS and/or HOURS PER WEEK REQUIRED: Approx. 8 hours per week. Hours are scheduled Monday through Friday 8:30 am -5:00 pm, no evenings or weekends.

PAY RATE: \$7.25 / hour

SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):

AA/EOE