

Library Student Assistant

The Research, Education and Outreach area in the University Libraries is seeking a Library Student Assistant for 2017 academic year. The successful candidate for this position will work in three areas of Lockwood Memorial Library: the Polish Room, the Research, Education and Outreach (REO) office, and the Map Room.

The position focuses on support for collection development, research/instruction, and assisting in the Map Room. Position begins in January 2017.

Responsibilities May Include:

- Assist librarians in collection development and research and instruction projects, including: maintenance of reference book collections, checking the Library Catalog for ownership and circulation status, maintaining spreadsheets for collections, processing gift books, shelving print reference materials, weeding of the book and reference collections, and assisting teaching librarians with online grading.
- Assist the Map Librarian with collection operations including: filing, sorting, collection evaluation, and various activities to organize materials. May include some computing work using Access, Excel, and OCLC.
- Assist with patron use of materials in the Polish Room.
- Additional responsibilities depending on library needs and individual interests.

Qualifications:

Successful applicants must be committed to providing quality and innovative services to students, faculty, and staff; be interested in contributing to a team learning environment; and possess excellent interpersonal skills. Applicant must be able to work independently, be detail oriented, and have working knowledge of general computer applications including MS Word and Excel. Ability to push a cart full of books and light lifting is required.

Salary:

Beginning salary is \$10.75 per hour (Graduate Student); \$9.75 per hour (Undergraduate).

Application Information:

Please send a cover letter, resume, and contact information for two references to **Laura Taddeo**, Research, Education and Outreach, University Libraries via email to ltaddeo@buffalo.edu

Recruitment will continue until the position is filled.