

University Libraries is seeking an undergraduate student to work in the Lockwood Memorial Library Map Collection for the 2021-2022 academic year. Position begins in August 2021.

Responsibilities May Include:

- Filing and shelving of sheet maps, atlases and aerial photos, in cabinets and on shelves
- Removing specified maps for discard or repair work
- Searching for misplaced items in cabinets
- Evaluating the collection and working on shifting/moving projects
- Assist with patron use of the circulating maps and reference atlases
- General tidying of collection area
- 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 and maps, shelving print reference materials, weeding of the book and reference collections, and assisting with maintenance of online Library Research Guides
- Additional responsibilities depending on Map Collection needs and individual interests

Requirements for employment:

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 on tasks and projects, under supervision of the Map Librarian, 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. Knowledge of map handling and filing conventions is not necessary but preferred.

In addition:

- Applicant must be an undergraduate student enrolled for the fall semester at a SUNY college/university and be registered for at least 12 credit hours.
- Previous library experience or knowledge of cartography is a plus but not required.
- Student must possess a valid social security number at the time of hire.
- Must be able to work up to 12 hours per week.

Salary:

Beginning salary is \$12.50 per hour.

Application Information:

Please send your resume and a brief cover letter expressing your interest in this position to Kimberly Plassche, Map Librarian, University Libraries via email to kf43@buffalo.edu

Recruitment will continue until the position is filled.