

Student Assistant

Applications are being accepted for a student assistant to work with University Libraries Technology.



Please only apply if you are available for at least a full year.

Responsibilities

Assist the UB Institutional Repository administrator with making PDF files on the site accessible according to university accessibility guidelines.

Application Process

Please [submit](#) a resume and cover letter explaining why you would like to work for the University Libraries Technology department. Your last name must be in the file name for both your resume and cover letter files. Example: lastname-resume.pdf

You must be registered for classes and possess a Social Security Number in order to work as a student assistant.

Pay

\$12.00 per hour

Qualifications

- Possess excellent written communication skills
- Demonstrate attention to detail
- Ability to work independently once a task is outlined and explained
- Be a current UB undergraduate or graduate student
- Must be able to work on the North Campus during normal business hours: Monday-Friday, 8:30am - 5pm
- This position requires a weekly commitment of 10-20 hours. The successful candidate will be available to work fall 2019 and continue through spring 2019 or later.