**Student Worker, LSUHSC Medical Library**

**Description**

The basic duties of this position are checking library materials in and out, shelving materials, keeping journal shelves in order, scanning/copying documents for interlibrary loan, and assisting library patrons.

Student workers are scheduled up to 20 hours per week, depending on their school schedules and the needs of the library. Student workers’ hours are assigned around their class schedules. It should be noted that this is a nights and weekends position. The usual weeknight shift is 4pm – 11pm. Weekend shifts vary, but include two Saturday shifts, 9am – 4pm and 4pm – 11pm, and two Sunday shifts, 12 noon – 7pm and 4pm – 11pm. Student workers are usually assigned three shifts each week, at least one of which will be on the weekend.

**Application Instructions**

An application and certification of full-time student status must be on file with the LSUHSC Human Resources Department before an interview can be scheduled. When the application has been submitted, email a resume to Terri Nail, tnail@lsuhsc.edu. We will then contact you to schedule an interview. Note that the application can be downloaded, but cannot be completed online.

Student Worker – How to Apply:

<http://www.lsuhscshreveport.edu/departments/AdministrativeDepartments/HumanResources/Jobs/Classified/Student-Worker_Application-Instructions>

**Qualification**s

The applicant must be a full time college student. The applicant must have good communication skills, an ability to interact comfortably and effectively with diverse patron groups, and possess basic clerical and computer skills.