READING ROOM DESK ASSISTANT

Job description:

Students are hired and trained to work at the Reading Room Desk. They provide information to visitors, perform ID and printer checks, and enforce the restricted seating policy in the Reading Room and the Law School Commons.

Qualifications:

Applicants must be currently enrolled at the University of Michigan Ann Arbor campus. Punctuality, reliability and the ability to work with the public are important. Library or customer service experience is helpful. Law students, library science students, and other University of Michigan students are welcome to apply.

Hours

During the Fall and Winter terms, the Reading Room Desk is open from 8 a.m. to 2 a.m. Sunday through Thursday, and 8 a.m. to midnight Friday and Saturday. Extended hours of 8 a.m. to 2 a.m. every day begin approximately two weeks before the end of the term. During the Spring and Summer terms, the Reading Room Desk is open from 8 a.m. to midnight seven days a week. Student assistants staff this desk for all of these hours. Applicants with a flexible schedule are given preference for hiring.

Student assistants work 10-12 hours per week, with a permanent weekly schedule set up at the beginning of the term. Once the term schedule is established, assistants are responsible for the hours assigned to them. If an assistant is unable to work for any reason a substitute must be arranged.

Pay rate: $10.50

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