STACKS ASSISTANT

Job Description:

- Pick up books from tables, book trucks and book returns
- Shelve books, fiche and other library material
- Move books between buildings and floors
- Perform equipment checks on copiers and printers
- Pull books for patrons and library projects
- Label books and other library material
- Stamp and discard withdrawn material
- Projects as assigned

Qualifications:

Applicants must be enrolled at the University of Michigan Ann Arbor campus. Attention to detail and the ability to perform detailed work quickly and accurately is required. Position requires some moderate lifting and pushing and to tolerate some dust. Prior library experience is a plus, but not required.

Hours:

8-12 hours per week, to be scheduled between 8 a.m. and 5 p.m., Monday through Friday

Pay rate: $9.45 per hour

3/19