FALL
Student Employment Opportunity in the UWM Libraries

The library is hiring for part-time Library Facilities Student Assistant job openings for the fall semester. Positions are available during all times the library is open—morning, afternoon, evening, and weekends.

**Welcome Desk:**
- Every shift will include staffing the Welcome Desk. On weekday mornings and afternoons that is the exclusive duty of Facilities Student Assistants. Welcome Desk responsibilities include greeting patrons and answering any questions they have.

**Safety Patrols:**
- During evenings and weekends Facilities Student Assistants will perform regular safety patrols of the building. Any observed patron behavior that violates building policy will be reported to a full-time library staff person.

**Facility Maintenance Tasks:**
- During evenings and weekends Facilities Student Assistants will help stock supplies in public restrooms and maintain whiteboards throughout the building. Special cleaning projects may also be scheduled periodically.

**Opening and Closing the Building:**
- On evenings and weekends Facilities Student Assistants are responsible for opening and/or closing the building. After the main entrance has been locked at closing time, a sweep of the building is performed to ensure that all patrons have exited.

**Important Qualities:**
- Employees must be able to report on time for every scheduled work shift.
- Employees must be able to work independently and follow directions.
- Employees must be able to handle the physical aspects of safety patrols and maintenance tasks.
- Employees must be willing to be flexible in job duties and be willing to cross-train for Circulation Desk tasks.
- Employees must be able to interact with a variety of personalities, and work with patrons and staff in a friendly, professional, customer-service oriented manner.
- Employees need to be dependable, self-motivated and have good interpersonal communication skills.

**Notes:**
- Turn in application to Circulation desk, or email scanned copy to keltners@uwm.edu
- Starting wage: $10.00/hr.