

Media and Reserve Library Student Employee –

UWM Libraries – Milwaukee Campus

The Media and Reserve Library is a heavily used department, it circulates and assists users with a variety of items. The Media and Reserve collection consists of a print Reserve textbook collection, over 22,000 DVDs, videos, audiobooks and music cds, over 20 types of media equipment (laptops, digital cameras, audio recorders etc), microtext collection, and several spaces including the media viewing room, distraction free room and recording booth.

This is a customer service positions that is responsible for the Media and Reserve service desk circulation of the collection, shelving materials, assisting and troubleshooting on a variety of equipment including flatbed scanners, print release stations, microtext equipment and other media equipment including laptops, digital cameras audio recorders etc. Assisting users in looking up materials in the online catalog and library management software as well as physically retrieving and shelving materials from a variety of shelving heights. Responsible for answering Library and campus related questions in person and on the phone.

Employees must be able to work independently as well as under the direct supervision of the Media and Reserve Librarian. Employees need to be able to lift over 25 pounds, use a step stool and ladder as needed and push/pull book trucks a variety of distances.

- This department is open 7 days a week
- Alternate weekend shifts are required
- Evening hours may apply

Job requirements include:

- Ability to work with the public in a friendly, customer-service manner
- Ability to interact with a wide variety of people including students, faculty, staff and community members
- Good Interpersonal communication skills
- Ability to perform detail-oriented tasks with accuracy and efficiency.
- Self-motivated
- Dependable

HandShake Notes–

1. Job description
2. Required documentation: Media application and availability worksheet
3. Wage: \$8.25/hour
4. Job Type: On-campus
5. Employment Type: Part time
6. Looking for individuals starting in mid to late August to work at least Fall 2021 Semester
7. Work Study: No (not required for employment)
8. Send application materials to Beth Traylor at bethe@uwm.edu