



## Job Description

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Job ID 62520

Full/Part Time

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Location Tallahassee, FL

Regular/Temporary Temporary

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### Department

[FSU Libraries - Resource Sharing: UBorrow+ & Interlibrary Loan](#)

### Responsibilities

- Process incoming and outgoing departmental mail, including U.S. Postal Service and FedEx shipments
- Scan materials for article and book chapter requests using the ILL scanner system
- Maintain scanning statistics using Excel spreadsheets
- Assist with locating overdue ILL and UBorrow items on library shelves
- Utilizes library management systems to process materials/requests
- Support departmental operations and contribute to special projects as needed

### Qualifications

Enrolled in a Work Study program with eligibility

### Preferred Qualifications

Previous experience working in a library environment

### How To Apply

If you have been awarded and have accepted an offer for Federal Work Study, you are eligible to apply for Federal Work Study positions. If interested in this Federal Work Study job opening, click 'Apply for Job' to begin the application process.

### Equal Employment Opportunity

FSU is an Equal Employment Opportunity Employer.

### Work Study Schedule

- Minimum of 10 hours per week (M-F, between 8-4)
- Flexible work hours to accommodate class schedules