GCRL Summer Field Program
Assistantship Opportunities
Application Instructions

Available Assistantships (see next page for position descriptions):

Library Student Assistant (1-2 students/term)
Food Services Student Assistant (1-2 students/term)

Assistantship Benefits:

50% off GCRL room and board for the term selected

How to Apply:

Send a written notice by email (gcrlsfp@usm.edu) with the position that you would like to be considered for by March 27, 2015. Within this notice you should note your qualifications for the position of interest, the GCRL Summer Field Program courses you are taking, and contact information (Name, mailing address, primary phone number, and email).

Students will be notified of selections by April 15, 2015.

For questions regarding assistantships, please contact us at gcrlsfp@usm.edu.
Library Student Assistant  
GCRL Gunter Library  

Position Description

Position Title: Library Student Assistant (2 students/term)

Position Mission: To help GCRL Gunter Library staff during the additional hours the library is open during the GCRL Summer Field Program.

Duties and responsibilities:
1. Arrive on time  
2. Staff the circulation desk  
3. Assist students who are borrowing books  
   a. Give student correct circulation form  
   b. Fill out and place slip into loaned books  
   c. Answer questions concerning loans  
4. Replace paper in the photocopy machine and computer printers  
5. Help turn off photocopy machine, log off computers, and turn off lights at the end of the shift  
6. Assist students who are placing materials on hold  
7. Monitor library usage using a basic log-in sheet  
8. Check that library doors are locked  
9. Other duties, as assigned.

Guidelines for making up your schedule:
1. Library Student Assistant is required to work evening and Sunday hours as follows:  
   • Monday, Tuesday, Wednesday and Thursday 6 pm to 9 pm (12 hours)  
   • Sunday 2 pm until 9 pm with a supper break from 5 pm to 6 pm (6 hours)  
2. A master calendar of work schedule is kept at the Library circulation desk. Changes are to be coordinated with the head librarian and indicated in advance on this schedule.  
3. Assistant is responsible for notifying head librarian of scheduling conflicts prior to time scheduled to work.
Food Services Student Assistant
GCRL Dining Hall

Position Description

Position Title: Food Services Student Assistant (1-2 students/term)

Position Mission: To help GCRL Dining Hall staff during evening and weekend hours during the GCRL Summer Field Program.

Duties and responsibilities:
1. Arrive on time
2. Assist with daily clean-up duties
   a. Wipe off tables
   b. Vacuum floor
   c. Mop floor in food prep areas
   d. Carry out trash
   e. Wash dishes
3. Assist with food prep
   a. Restock cafeteria snacks, paper products, and condiments in common areas
   b. Assist with prepping field lunches
   c. Ensure coffee station is maintained
4. Help distribute meals on food line (weekends)
5. Check that cafeteria is locked at designated times
6. Other duties, as assigned.

Guidelines for making up your schedule:
1. Food Services Student Assistant is required to work evening and weekend hours. The cafeteria manager will coordinate student working hours upon arrival.
2. A master calendar of work schedule is maintained by the cafeteria manager. Changes are to be coordinated with cafeteria manager and indicated in advance on this schedule.
3. Assistant is responsible for notifying the cafeteria manager of scheduling conflicts prior to time scheduled to work.

AA/EOE/ADA

Summer 2015