



ASU Libraries Staff/Student Job Posting Form

Position Information

Department:

Position title:

Staff/Student:

Part-Time/Full-Time:

Regular/Temporary:

Reports to Person:

Campus:

Is this grant funded:

Number of hires:

Committee Chair:

Additional Notes:

Posting information

Scope of Search:

Job description:

There is a generic job description that would accompany the job title, but it can be modified to match your needs

Working Environment:

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, standing and walking Frequent physical demands include stooping, bending, reaching, lifting up to 25 pounds and pushing objects of varying weights up to 100 pounds
- Exposure to dust and other airborne materials
- Regularly required to access books and other physical items from shelves up to 7 feet in height requiring climbing library ladders
- May be required to travel between library locations to deliver and/or retrieve materials using an electric powered cart.
- Close review of completed tasks
- May oversee assignments to student workers to ensure timely completion and/or to provide guidance or assistance to questions

Add additional if needed:

Desired Qualifications:

Essential Duties:

Self populates from generic job description, but it can be modified to match your needs

Suggested closing date:

BUSINESS OFFICE USE ONLY

Position number (if one already exist):

Salary Range:

Funding:

Budget Approval: