

Newark Campus

Dana Library

Job Title: Student Assistant

Description: Under the direction of the library manager, provides general office and collection support. Duties include but not limited to, charging and discharging books, sorting and shelving library materials, retrieving library materials, shelf reading, making copies, filing, assisting users in locating library materials, answering questions regarding library services and policies, and answering the telephone. Perform other duties as assigned. Employee will be trained on the library confidentiality guidelines.

Institute of Jazz Studies

Job Title: Student Assistant

Description: The Institute of Jazz Studies of the John Cotton Dana Library on the Newark Campus is the world's foremost jazz archive and research facility. It collects, preserves, and makes the heritage of jazz accessible. The student will be expected to perform general clerical duties- such as answering phones, filing, greeting patrons, making copies, shelving and other projects as assigned by staff.

Job Title: Graduate Assistant

Description: The Institute of Jazz Studies of the John Cotton Dana Library on the Newark Campus is the world's foremost jazz archive and research facility. It collects, preserves, and makes the heritage of jazz accessible. The student will provide support and reference for the Jazz Institute Staff. She/he may assist archivist with processing collections, or provide information and research assistance to patrons.

Question and Comments to:
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