Student Assistant

Title: Student Assistant
Notice Number: B-20-G053
Appointment Type: Temporary

The New York State Department of Transportation is currently seeking candidates to fill a variety of Full Time Student Employment spots this summer. Based on experience/degree program, student assistants may work in the Transportation Research Library, a special library of 20,000 titles related to transportation and engineering research.

Duties to include:
+ Assisting staff with classifying and cataloging of library materials using OCLC
+ Inventory of library collection
+ Configuration and update of library catalog (OPALS)
+ Editing catalog metadata to ensure accuracy and improved access to the collection.

Minimum Qualification for All Applicants:
Must have completed at least 12 credit hours of college study and be currently enrolled in an accredited degree program.

Preferred Qualifications for Library Work:
Strong attention to detail, good organizational and analytical skills required. Preference given to students enrolled in an ALA-accredited graduate program in library or information studies.

Position would be full time (37.5 hours per week), Monday through Friday. Daily schedule dependent on the position. Hourly rate is $17.50/hour.

To apply, qualified candidates should submit a letter of interest referencing "Student Assistant" and "Notice number B-20-G053", current resume and unofficial transcript no later than March 5th 2020 to:
NYS Department of Transportation
Heather Childs
50 Wolf Road
Albany, NY 12232
recruitment@dot.ny.gov

For any questions about the Transportation Library position, please contact:
Sue Rahn, Sr. Librarian
Transportation Research Library
NYS Department of Transportation
50 Wolf Rd., POD 3-3 Albany, NY 12232
Sue.Rahn@dot.ny.gov | (518) 485-2077