

**Georgetown University Law Center  
Edward Bennett Williams Library  
111 G St. NW  
Washington, DC 20001**

**Stacks Maintenance Unit  
Student Assistant Job Description**

Student assistants work in maintaining the physical condition and order of the collection to enable library users to access the materials necessary for research.

Responsibilities

1. Pick up materials left in carrels, on study tables, on shelves, and in photocopy rooms.
2. Sort materials in pre-shelving sections in preparation for final shelving.
3. Shelf materials in proper location.
4. Shelf-read sections of the collection to maintain correct order.
5. Other duties as assigned.

Requirements

Students must be able to meet the physical requirements of the job, which involves movement, light lifting, and moving of book carts. This job requires an eye for detail and good work habits. Library experience is helpful, by not required. Hours may be scheduled in order to accommodate student class and study schedules.

Supervisor: Steven Stark  
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