Department/Unit: Data Services  
Supervisor: Kathy Stroud

Student Position Title: Library Student Assistant (LSA) 1 – Map Collection

Approximate No. of New Students Needed: 1

GENERAL DESCRIPTION OF DUTIES:

Assists the Map/GIS Librarian in basic map processing, organizing and maintaining the atlas and sheet map collections, indexing projects, and various projects necessary for the maintenance of the Map Collection. Must be available to work during spring, summer, and fall terms. Position will work between 10 and 20 hours a week.

Tasks:
Re-filing maps and atlases.
Final processing of maps received from Collection Services
Minor repair and preservation work on sheet maps.
Special filing projects and inventory projects as needed.

Special Requirements (knowledge, skills, experience, etc):

1. Strong organizational skills.
2. Good communication skills
3. Experience reading and interpreting maps and other cartographic materials.
4. Keen attention to detail.
5. Prefer majors in: Geography, PPPM, Geology, Environmental Studies, Landscape Architecture.

Comments:
Involves some heavy lifting in awkward positions and climbing ladders to refile.

Supervisor Signature       Date