

**SCHOOL OF NATURAL RESOURCES
UNIVERSITY OF NEBRASKA-LINCOLN**

Job Title: Student Worker, NE Maps & More
Hours per Week: 20-40 hours per week during summer
Position Reports to: Jacki Loomis
Work Location: 101 Hardin Hall
Compensation: \$10/hour
Position is available: Beginning summer 2018

Work Environment: Work to be performed in Hardin Hall on the UNL East Campus. Work location is the Nebraska Maps & More Store, 1st floor Hardin Hall, which is a retail store open to faculty, staff, students, and the general public.

Work Schedule: Work hours to be determined. Some schedule flexibility available.

Qualifications:

1. Accurate data entry skills required.
2. Good written and oral communication skills required.
3. Microsoft Excel and Access data entry skills preferred.
4. Familiarity with citation formats preferred
5. Ability to operate printers, copiers, scanners preferred.
6. Familiarity with cataloging or archiving preferred.

Responsibilities:

1. Data entry into a publication catalogue to include writing citations for existing records.
2. Data entry of photo metadata.
3. Other clerical duties as assigned.

To Apply: Send letter indicating interest and resume (optional) via email to Mark Mesarch, phone (402) 472-5904, mmesarch1@unl.edu. Position open until filled, preferred start date mid-May.