University Libraries
Student Employee Job Description

Title: FYE Student Ambassadors

Pay Rate: Intermediate ($9.00/hour)

General Description: To assist with library programs/events and services for University Libraries designated around First Year Experience library initiatives.

Duties and Responsibilities:
1. Assist with set up and tear down of events
   a. Moving furniture as needed
   b. Setting up refreshments
2. Provide Tours/ Directional Assistance
3. Help with promotional tasks for events
4. Cover desk hours at AskMe Desk (when needed)
5. Assist with FYE instructional programs
6. Assist with classroom maintenance/Building Observation Project
7. Provide clerical assistance to support instructional needs in the reference and instruction department
8. Assist with other various tasks as assigned

Required Qualifications
1. Must be actively enrolled in classes at Kent State University (at least half-time basis)
2. Excellent communication skills
3. Familiarity with Microsoft Office and general computer skills
4. Ability to work with the public
5. Must have excellent customer service skills