Join a team dedicated to making a difference in academic lives at ECU. Linscheid Library has job openings for student assistants for intersession, summer, and fall.

Qualifications:
- Basic computer skills
- Cooperative attitude
- Strong communication skills
- Dedicated work ethic
- Ability to follow directions
- Desire to help others
- Independent and a team player

Hours:
- Intersession and Summer: 20-29 hours per week
- Fall: 15-20 hours per week

Pay:
- Regular and work study employees: $7.25 per hour

Applications are available to print from the student employment page at http://ecok.libguides.com/studentemployment, or on request at the library's Circulation Desk. Submit your completed application to Circulation.
Linscheid Library

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Customer-Service Oriented Students Needed

Place material to be copied on top of the glass in the upper left-hand corner.

Insert coins, bills or card.

Enter the number of copies needed and press start.
1. Pull open the paper drawer.
2. Fan the paper and insert.
3. Do not fill above the maximum fill line.
4. To adjust to another paper size, slide the rear and side guides appropriately.
5. Close the paper drawer.
6. Hit confirm on the display screen.
Making Copies

Under the copy tab, press the right arrow found in the lower right-hand corner to make copies darker. To lighten, press the left arrow.

[Image of a copy machine interface with options for output, reduce/enlarge, paper supply, and image quality]
Making Copies with the Key

1. Insert key and turn to the right.
2. Make copies.
3. Turn key back to the left (upright position).
4. Remove key and return to drawer.
Always follow the instructions shown on the display panel. Ask a supervisor if you need further help.