



## Advertising for Student Assistant Jobs

There are three main forms of advertising for Student Assistant Jobs:

- Informing the LPO or the lib\_student\_reps listserv.
- Electronically listing on the Library Personnel Website.
- Posting flyers outside of individual departments.

### Library Student Representatives Listserv

To send job openings via the lib\_student\_reps listserv, you must be a list member. To subscribe to the listserv, please email the LPO (libraryhr@email.unc.edu) with an e-mail that includes: Student Assistant Supervisor's name, library department, e-mail address, and a statement that says "I would like to subscribe to the lib\_student\_reps listserv." Once you are subscribed, you may send e-mails regarding openings to other Student Assistant Supervisors who may also have job openings, or highly qualified candidates.

### Library Personnel Website

To electronically post a job on the Library Personnel Website:

- Visit the Library Intranet Address: <https://intranet.lib.unc.edu/>
- Type in your username/password
- Click on the "Post Student Jobs" link under the heading "Resources For Your Job"
- You will be prompted again for your username and password.

Once you reach this point, you may renew, add, edit or delete your postings. Questions on how to use the Online Jobs Posting site can be directed to the Library Personnel Office.

### Post a Flyer

Posting flyers outside of your department is fairly simple. You would need to create your own flyer design and post the advertisement visibly for prospective applicants.

The LPO encourages posting using the first two methods: the listserv and website posting. Announcing job openings through the listserv, to our office, and via the web will help us refer the many student job seekers to departments who are hiring. These tools were specifically created in order to facilitate communication between all departments and staff. Many students visit the LPO inquiring about available positions, and without each department communicating this to the LPO, we would not be able to direct the students properly.