Position Title:
Department: Library and Information Technology Services (LITS)
Supervisor: Firstname Lastname, Title
Date:

**Equal Employment Opportunity, Diversity, and Inclusion Statement**
LITS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Position Summary**
*Insert one to two paragraph description, in detail, about the position*

**Responsibilities**
- *Provide a bulleted list of specific responsibilities for this position*

**Job Requirements** *(add or remove as appropriate)*
- Outstanding customer service skills.
- Strong communication skills, both written and verbal.
- Excellent work ethic and attention to detail.
- Self-motivated and willingness to ask for help when needed.
- Ability to lift and transport up to 10-15 pounds of materials for short distances.