



LIBRARY SERVICES

Library Student Assistant

- Office:** Library
- Reports to:** Access Services and Resource Librarian and Library Director
- Summary:** Serving as a resource for students, staff, and faculty, library student workers will provide a high level of customer service by checking in and out and processing library materials, assisting with routine library and technology related questions, performing basic office work, and other duties as assigned. Daily and routine tasks will be assigned as well as short- and long-term projects relating to library operations.
- Hours:** Morning, evening, and weekend hours may be available. The number of hours is dependent on available financial aid and library staffing needed. Library student workers will work with staff to determine a schedule that will be mutually beneficial.
Work locations may include the Pryor Learning Commons and the library collections in Curry Hall.
- Qualifications:** This position requires knowledge of general office procedures, word processing skills, and good communication skills. Careful attention to detail, neatness, accuracy, and dependability in adhering to agreed-upon schedule are important. This position requires the ability to work independently and with others, and a willingness to be flexible in duties and to learn new responsibilities.
- Rate of Pay:** \$8.60 [FY or SO rate]
\$8.85 [JR or SR rate]
- Contact:** Rebecca Hamlett, Library Director, hamlettr@william.jewell.edu