

**Student Worker Position Description  
William Jewell College  
2023-24 Academic Year**

**OFFICE OR DEPARTMENT:** Charles F. Curry Library  
**CONTACT PERSON:** Susan Miller, Robert Powers  
**EMAIL:** [millersu@william.jewell.edu](mailto:millersu@william.jewell.edu) [powersr@william.jewell.edu](mailto:powersr@william.jewell.edu)

**JOB TITLE:** Curry Library Student Assistant

**JOB DESCRIPTION:** REPORTING TO THE TECHNICAL SERVICES LIBRARIAN, THE CURRY LIBRARY STUDENT ASSISTANT WILL MAINLY ASSIST THE DEPARTMENT WITH PROVIDING CIRCULATION AND INTERLIBRARY LOAN SERVICES AND HELPING MAINTAIN THE LIBRARY COLLECTION.

This position will be cross trained as a Pryor Learning Commons Library Student Assistant and will work at least one shift per week in the Pryor Learning Commons (PLC). PLC work activities will be managed by the Electronic Resources and Archives Librarian.

Duties may include Opening/Closing Library Locations; Checking Books in and out, Shelving and Shelf Reading; Providing Information, Technology, and Directional Assistance In-person and By Phone; Assisting in processing physical and digital Interlibrary Loan and MOBIUS requests; Research Question Assistance; other projects as assigned by the Librarians. Responsibilities will vary by position location.

**NUMBER OF HOURS PER WEEK:** 10

**WORKDAY SCHEDULE:** Flexible between 8:00 AM and 6:00 PM, Monday - Friday

**SEMESTER(S) OF EMPLOYMENT:** Fall & Spring Semesters

**WAGE RATE:**

\$13.00 [FY or SO rate]  
 \$14.00 [JR or SR rate]

**NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.**

**REQUIRED SKILLS:**

X	Answer phones		Grounds/landscaping		Statistics
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
X	Ability to do physical labor	X	Inventory	X	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
X	Clerical/filing			X	Typing/data Entry
	Computer skills		Photography		Sales
X	Customer Service	X	Research		Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab	X	Web page design
X	Effective Communication		Sports Information		

**Other, please specify:** Library experience is preferred but not a requirement. All student workers will be trained.

**Additional Information:** This position is open to new and returning students. Students with Federal Work-Study awards are encouraged to apply. Limited funding may be available for international students or students without Federal Work-Study awards.

**Application Requirements:** Applicants must submit their cover letter and resume via e-mail along with their completed Student Employment Application.