

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

OFFICE OR DEPARTMENT: Library Services

CONTACT PERSON: Robert Powers, Electronic Resources and Archives Librarian, and Susan Miller, Technical Services Librarian

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JOB TITLE: Pryor Learning Commons Library Student Assistant

JOB DESCRIPTION: Reporting to the Electronic Resources and Archives Librarian, the Pryor Learning Commons Library Student Assistant will primarily assist the department with providing patron-facing reference services, creating and maintaining digital learning objects, including resource guides, and working on other projects as assigned.

This position will be cross trained as a Curry Library Student Assistant and will work at least one shift per week in Curry Hall. Curry Hall work activities will be managed by the Technical Services 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 A.M. and 10:00 P.M., Monday through Sunday.

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:

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| 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.