

Library Archives Assistant Student Worker Position Description
William Jewell College
2026-27 Academic Year

OFFICE OR DEPARTMENT: Library Services

CONTACT PERSON: Rebecca Hamlett (Library Services Director)

EMAIL: hamletttr@william.jewell.edu

JOB TITLE: Library Archives Student Assistant

JOB DESCRIPTION: Reporting to the Director of Library Services, the Curry Library Student Assistant will primarily assist the department in the College Archives.

Duties may include: Assist in organizing collections, conducting inventory, digitizing archival materials, processing research requests, creating process documents, and assisting in collection development activities. Other projects as assigned.

NUMBER OF HOURS PER WEEK: 6-10

WORKDAY SCHEDULE: FLEXIBLE between 8:00 A.M. and 5:00 P.M., Monday through Friday.

SEMESTER(S) OF EMPLOYMENT: Fall & Spring Semesters

WAGE RATE:

\$15.00 [FY - 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	X	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
X	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: Students must be able to:

- create and maintain original training artifacts and guides
- Effectively work in Office 365 including working knowledge of Word and Excel
- routinely process and complete work tasks with an accuracy of 90% or higher
- ability to learn and operate within complex software systems
- complete work assignments independently with little or no supervision

Library or archive experience is preferred but not a requirement. All student workers will be trained in library systems and processes.

Additional Information: This position is open to new and returning students with Federal Work-Study awards.

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