

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

OFFICE OR DEPARTMENT: Library Services

CONTACT PERSON: Rebecca Hamlett (Library Services Director)

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JOB TITLE: Library Student Assistant

JOB DESCRIPTION: Reporting to the Director of Library Services, the Curry Library Student Assistant will primarily assist the department with providing circulation and interlibrary loan services and maintaining the library's physical collection.

Duties may include: Opening/closing library locations; checking library materials in and out; shelving and shelf-reading; providing information, technology, and directional assistance in-person by phone; assisting in processing physical and digital interlibrary loan and MOBIUS requests, research question assistance, and other projects as assigned. Responsibilities will vary by position location.

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% of higher

- ability to learn and operate within complex software systems
- complete work assignments independently with little or no supervision

Library 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.