

Student Worker Position Description
William Jewell College
2024-25 Academic Year

OFFICE OR DEPARTMENT: Library Services

CONTACT PERSON: Susan Miller (Technical Services Librarian) or Rebecca Hamlett (Library Director)

EMAIL: millersu@william.jewell.edu hamletr@william.jewell.edu

JOB TITLE: Curry Library Student Assistant

JOB DESCRIPTION: Reporting to the Technical Services Librarian, 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 by the librarians.

NUMBER OF HOURS PER WEEK: 6-10

WORKDAY SCHEDULE: FLEXIBLE between 8:00 A.M. and 8:00 P.M., Monday through Friday; between 12:00 P.M and 4:00 P.M., Saturday; and between 12:00 P.M. and 8:00 P.M., Sunday.

SEMESTER(S) OF EMPLOYMENT: Fall & Spring Semesters

WAGE RATE:

- \$13.00 [FY or SO rate]
- \$14.00 [JR or SR rate]
- \$15.00 [Lead Student Assistant rate]

Library Services maintains a higher wage rate than standard Student Assistant positions due to the advanced skillset required of all Library Services student workers and the complex, intellectual nature of the work. Please see the “Other, please specify” section for more details.

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: This position requires an advanced skillset. Students must be able to:

- create and maintain original training artifacts and guides
- train other employees
- instruct patrons
- collect and maintain statistics
- routinely process and complete work tasks with an accuracy of 90% or higher
- demonstrate proficiency in Microsoft Office (Excel, PowerPoint, Teams, and Word)
- ability to learn and operate within complex software systems
- demonstrate successful project management experience
- complete work assignments independently with little or no supervision
- communicate articulately with William Jewell College faculty, staff, students, and visitors

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. 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**.