

The University of Missouri Libraries have two immediate openings for a Library Information Assistant in Ellis Library Access Services-Circulation/Reserve. These positions routinely work 24 hours per week, primarily assigned evening and weekend shifts, but could also be assigned daytime shifts.

Apply online at: <https://hrs.missouri.edu/find-a-job/staff> with Job ID 29183.

This position is responsible for routinely opening or closing the Circulation/Reserve Desk, providing patron service and assistance, and helping supervise student workers.

Key Job Duties

- Open and/or close the Circulation Desk, including set up or take down of the circulation computer terminals.
- Check out books, journals, equipment and other circulating library material to patrons; and check in these when returned. Prepare MERLIN/MOBIUS items for return.
- Co-supervise student workers.
- Assist library users in person, phone and e-mail; refer questions as appropriate. Support and interpret University Libraries' policies and procedures to library patrons.
- Assist with borrowing cards applications; issue cards as appropriate.
- Receive and clarify patron questions regarding their library account.
- Process incoming MERLIN/MOBIUS items; Search for missing, items claimed as returned, and other problem searches.
- Process, manage, and maintain print reserves, equipment reserves, and e-reserves.
- Maintain, reorder stocks of office supplies.
- Other duties as assigned.

Nature of Work

Performs varied task within a library setting.

- Focuses on completing work effectively, efficiently, and in a timely fashion
- Understands how own work impacts others on the team
- Performs a range of basic/routine tasks in the area(s) of cataloging, acquisitions, circulation, reserve, collection management, interlibrary loan, reference and shelving
- Operates standard equipment and software used in a library
- Uses existing procedures to solve routine problems and performs a range/variety of tasks/activities
- Recognizes and solves typical problems that can occur in own work area without supervisory approval; evaluates and selects solutions from established option
- Impacts the efficiency and accuracy of own work and begins to impact the work of others
- Provides information to and exchanges information with appropriate and/or various parties

Salary: \$11.54 per hour

Grade: GGS-005

University Title: Library Information Assistant

Internal applicants can determine their current grade and university title by accessing the Job Information page through the Additional Employee Info tile in myHR.

Shift

24 hours per week. Schedule to be determined by supervisor. These positions are primarily assigned evening and weekend shifts, but could also be assigned daytime shifts.

Minimum Qualifications

A high school diploma and at least 1 year of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications

- Bachelor's degree or an equivalent combination of education and experience.
- Six months of library experience. Directly related education or training may be substituted for experience.
- Strong customer service skills.
- Supervisory experience.
- Work with minimal direct supervision and meet speed and accuracy goals as determined by the department.
- Proficient in Microsoft Suite (especially Word and Excel). Must have good organizational skills and have the ability to perform data entry tasks.

Other Information

This position requires some physical stamina and involves moving materials and related physical actions as part of the typical workday. Must be able to move fully loaded book trucks (at least 200 lbs). Must be able to read call numbers on books located on shelves at ground level and up to nine feet in height and where lighting is diminished; ladders and footstools are available.

Benefit Eligibility

This position is not eligible for University benefits. Individuals in non-benefit eligible positions may choose to participate in the Tax Deferred Annuity Plan (403b). For information about this plan, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

Diversity Commitment

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

Equal Employment Opportunity

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

EEO IS THE LAW

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)