

The University of Missouri Libraries Depository has an immediate opening for a 0.5 FTE **Library Information Assistant** at the remote storage facility located near the Midway exit (Exit 121) on I-70.

Apply online at: <https://hrs.missouri.edu/find-a-job/staff> with Job ID 29174.

This position participates in the processing of items into and out of library storage facilities.

Key Job Duties

- Process items going into storage.
 - Sort new items, assemble and pack trays.
 - Make barcodes for each new item and enter new barcode number into each item record.
- Prepare patron requests for retrieval and retrieve items from the stacks using the appropriate equipment.
 - Prepare items for return to MU campus and courier.
 - Check in and reshelved returned material
 - Copy requested journal articles and send articles to borrowing libraries.
 - Communicate with UM system interlibrary loan departments to resolve borrowing problems.
- Help load and unload delivery van.
- Help enter statistical information.
- Promote a safe work environment by performing effective access control, admitting only assigned employees and official guests to the facility.
- Other duties as assigned.

Nature of Work

Performs varied tasks 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: 20 hours per week. Schedule to be determined in consultation with supervisor. Primarily daytime Monday through Friday hours.

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

- Basic proficiency with MS Word, Excel and typing.
- Have the ability to work in a temperature and humidity controlled environment (55 degrees F, 50% RH) and be able to spend at least six hours per day at a computer with regular breaks provided.
- Able to work with minimal supervision and meet speed and accuracy goals as determined by department.
- Ability to obtain/place materials on shelves at ground level and on shelves up to nine feet in height using step stools, ladders, or other devices.
- Ability to identify call numbers where lighting may be compromised, on shelves at ground level and on shelves up to nine feet in height using step stools, ladders, or other devices.
- Ability to move a book cart weighing at least 200 lbs. (these are on wheels).
- Ability to transport several books at one time and/or move boxes of books (up to 50 pounds).
- Ability to perform very detailed work.

Other Information

This position may expose the successful candidate to mold and dust.

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](#)