

MU Libraries is seeking a .50 FTE Library Information Specialist. Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 30717.

Description of Unit

Special Collections and Rare Books houses rare and unique materials that span over four thousand years. Materials in Special Collections total over 90,000 items. The collections are diverse and range from a substantial Rare Book Collection with material dating to the eighth century to the Comic Art Collection, focused on underground comics, classic comic strips, and graphic novels. The collections include books, periodicals, manuscripts, maps, posters, printed ephemera, and artifacts.

Special Collections supports teaching and research across a wide range of disciplines. Our work supports the University's instruction, research, service and economic development programs, from the life sciences to the humanities.

Position Summary Description:

This position assists the Librarians of the Special Collections with the operation of the unit by providing reference support, reading room supervision, stacks maintenance, para-professional work in preservation, digitization, and outreach, and oversight and training of undergraduate workers in the absence of librarians.

Key Job Duties:

- Provides reference support to patrons through in-person and digital requests, including interlibrary loan.
- Supervises patron usage of Special Collections materials in the reading room.
- Manages internal and external circulation of materials through Sierra and Microsoft Access.
- Pages, shelves, and tracks materials through the cycle of use.
- Tracks and compiles departmental statistics on usage of materials and reference requests.
- Works with the Preservation Department on basic preventive preservation measures (re-housing and measuring books for phase boxes).
- Contributes to processing and/or cataloging projects.
- Supervises undergraduate students in the absence of librarians.

Minimum Qualifications:

- A high school diploma.
- Experience in a customer service setting.

Preferred Qualifications:

- Knowledge of library classification systems, including Dewey Decimal and Library of Congress.
- Experience handling rare/archival materials.
- Higher education coursework in the areas of library science, humanities, or social sciences.
- Strong customer service skills and professional demeanor.
- Attention to detail.
- Strong organizational and time management skills.
- Ability to follow detailed procedures and instructions.
- Basic proficiency with Microsoft Office.

- Ability to climb stairs and lift boxes up to 40 pounds.

Salary

\$13.27/hour.

Shift

This position will work 20 hours per week, primarily daytime hours Mon-Fri.

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>

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.

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](#)
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