

The University of Missouri Libraries Shelving Unit has an immediate opening for a part-time Library Information Assistant. The Shelving Unit within the Access Services Department of Ellis Library supports the mission of the Library and the University by providing an organized, accessible, and well-maintained collection of books, journals, newsprint, and media.

To Apply

Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 32666.

This position supports the Shelving Unit within Access Services by assisting with sorting, loading, and shelving of books, maintenance of the collection, providing customer service to patrons.

Specific Duties Include

- Sort and shelve books and media by call number on book trucks and shelves
- Maintain stacks (straighten/clean stacks, pick up in-house use, etc.)
- Load book trucks by location
- Sort and shelve unbound periodicals and newsprint by title and volume
- Search for missing books
- Print off book requests through the SIERRA system
- Pull ILL book requests
- Assist with the planning and implementation of book shifts
- Shelf read collection as needed
- Assist patrons with book locations, navigating the library, checking the catalog, and referring to staff as needed
- Assign work to student assistants and record their work as needed
- Assist with the training of student assistants as needed

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/Schedule

Monday-Friday 8am-5pm (20 hours a week). Some weekend hours may be required.

Minimum Qualifications

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

Preferred Qualifications

- Knowledge of Library of Congress and Dewey Decimal classification systems
- Familiarity with Ellis Library stacks
- Familiarity with the Libraries' online catalogs (MERLIN and MOBIUS)
- Work experience in a library setting
- Supervisory experience preferred but not required
- Bachelor's degree preferred
- Good customer-service skills
- Flexibility to switch hours/shifts if needed
- Requires the 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.
- Requires the 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
- Requires the ability to move a book cart weighing at least 200 lbs. (these are on wheels)
- Requires the ability to transport several books at one time and/or move boxes of books (up to 50 pounds)
- Requires the ability to perform very detailed work.

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](#)