

## **LIBRARY INFORMATION ASSISTANT – part time**

### **Hiring Department**

The University of Missouri Libraries - Ellis Library Access Services-Circulation/Reserve

Apply online at: [https://hrs.missouri.edu/find-a-job/staff with Job ID 34942](https://hrs.missouri.edu/find-a-job/staff-with-Job-ID-34942).

### **Job Description**

This position is responsible for providing patron service at the Checkout & Information Desk, the primary public service point in Ellis Library. Responsible to work flexible, back-up shifts when needed. May help supervise student workers. Works in other Access Services Units as available.

### **Key Job Duties**

Work at the Checkout & Information Desk, including checking library resources in and out, answering or referring inquiries from patrons and library staff, processing MERLIN/MOBIUS items.

Supervise Circulation/Reserve student employees. May also assist in training student employees.

Search for items patrons cannot find in Ellis Library stacks, shelf read the hold shelf and interlibrary loan shelves.

Work in Shelving and other Access Services units when available.

### **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**

24 hours per week. This position is primarily assigned evening and weekend shifts, but could also be assigned daytime shifts. Flexibility is required.

Typical shift works from noon until Check-out Desk closes, including Sunday nights. (Checkout Desk closes at 8:00 pm most nights through May 2021). Shift may change to 3:00 pm until midnight as Check-out Desk will likely resume closing at 12 midnight in Fall 2021.

### **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.

Excellent verbal and written communication skills.

Strong interpersonal and customer-service skills. Ability to explain issues clearly and work to satisfactorily resolve problems.

Supervisory experience helpful.

Flexibility to work different shifts when needed.

This position requires some physical stamina and involves moving materials and related physical actions. 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](#)