

LIBRARY INFORMATION ASSISTANT - part time

The University of Missouri Libraries have an immediate opening for a part-time Library Information Assistant in the Health Sciences Library.

To Apply

Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 34924.

Job Description and Key Duties

This position provides customer service and functional supervision of Circulation, Reserve, Photocopy and Shelving in the Health Sciences Library.

Circulation:

- Perform check out, check in, return receipt, renewal, page, modify/cancel/transfer holds, recall and search, create and update item records, update patron records as needed.
- Insert missing barcodes in MOBIUS virtual records.
- Locate books, journals, and other materials in the catalogs. Determine availability of electronic and/or print copies.
- Perform opening and closing procedures for the Circulation Desk, Photocopy, and the Library.
- Maintain orderly appearance of the library.

Reserve:

- Locate reserve materials for patrons.
- Provide assistance on using electronic reserves, electronic journals, and electronic books, and searching reserve lists.
- Take requests from faculty for materials to be placed on reserve.

Patron Assistance:

- Assist patrons with reference questions and with locating materials in the library.
- Explain library policies.
- Provide instruction on how to use electronic ILL request forms and basic OVID instruction.
- Assist patrons on the phone and in person.

Student Supervision:

- Provide initial training or follow up training as requested by Department Head.
- Assist new employees in learning job tasks.
- Assign tasks and monitor job performance.
- Report student assistant issues to Circulation Head.

Shelving:

- Sort and shelf books, journals, reserves, reference, media, indexes, and bindery material.
- Collect and shelf materials left in photocopy room, study rooms, and on tables.
- Route materials to Technical Services for repair, remarking, etc.
- Perform shelf reading and stack maintenance.

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

Minimum Qualifications

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

Preferred Qualifications

- Strong customer service skills. Excellent interpersonal and communication skills. Pleasant and professional demeanor.
- Ability to successfully perform detailed work and effective organization and attention to detail.
- Discretion and attention to issues of confidentiality.
- Library experience desirable, but not required.
- Microsoft Office skills.
- Ability to move wheeled book trucks weighing up to 50 pounds; shelf materials in alphanumeric order; work at a desk and/or in front of a computer screen for up to 8 hours a day; withstand some exposure to mold and dust; easily traverse stairways.

Salary

\$11.54/hour. This is a part-time position 0.50 FTE = 20 hours per week.

Grade: GGS-005

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. In general, the schedule is Sunday 11:00 am - 8:00 pm with an hour off for mealtime; Tuesday, Thursday, Fridays 11:00 am - 3:00 pm.

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>

Application Materials

Please include a cover letter and resume with your online application.

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](#)