

The Special Collections department is seeking a part-time Library Information Specialist. Apply online at <https://hrs.missouri.edu/find-a-job/staff> with job ID 35003.

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.

Job Description

This position is the first point of contact for visitors to the Special Collections department. The Library Specialist assists the Librarians of the Special Collections with the operation of the unit by providing reference support and reading room supervision.

Key Job Duties

- Greets visitors as soon as they arrive and guides them through the registration process and rules of using Special Collections.
- Provides basic reference support to patrons through in-person, telephone, and digital requests.
- Refers complex reference questions to the appropriate librarian.
- Supervises appropriate 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.
- Supervises undergraduate students in the absence of librarians.
- Assists with processing and stacks management projects.

Nature of Work

- 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

Salary Range: \$13.27/hour

Grade: GGS-006

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

This position will work 20 hours per week, primarily 1:00-5:00pm Monday-Friday.

Minimum Qualifications

High school diploma or equivalent and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications

- Experience in a customer service setting.
- Experience as a receptionist, front office representative, or office manager.
- Knowledge of library classification systems, including Dewey Decimal and Library of Congress.
- Higher education coursework in the areas of library science, humanities, or social sciences.

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](#)
- EEO is the Law [Chinese Version](#)