

**Student Worker Position Description  
William Jewell College  
2025-26 Academic Year**

**OFFICE OR DEPARTMENT:** Library Services

**CONTACT PERSON:** Rebecca Hamlett (Library Services Director)

**EMAIL:** [hamletttr@william.jewell.edu](mailto:hamletttr@william.jewell.edu)

**JOB TITLE:** Library Lead Student Worker

**JOB DESCRIPTION:** Reporting to the Director of Library Services, the primary duty of this position is to process MOBIUS and Inter-Library Loan requests in an independent work environment with a high level of accuracy and efficiency. The Library Lead Student Worker will also assist the department with providing circulation and interlibrary loan services and maintaining the library's physical collection.

Duties may include: Opening/closing library locations; checking library materials in and out; shelving and shelfreading; providing information, technology, and directional assistance in-person by phone; assisting in processing physical and digital interlibrary loan and MOBIUS requests; research question assistance; and other projects as assigned by the librarians. Responsibilities will vary by position location.

**NUMBER OF HOURS PER WEEK:** 6-10

**WORK DAY SCHEDULE:** Flexible between 8:00 AM and 5:00 PM, Monday through Friday

**SEMESTER(S) OF EMPLOYMENT:** Fall & Spring Semesters

**WAGE RATE:** \$15/HR [Student Lead Rate]

The Library Services Student Lead maintains a higher wage rate than standard Student Assistant positions due to the advanced skillset required of all Library Services student workers and the complex, intellectual nature of the work. Please see the "Other, please specify" section for more details.]

**NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.**

**REQUIRED SKILLS:**

<b>X</b>	Answer phones		Grounds/landscaping	<b>X</b>	Statistics
<b>X</b>	Ability to work in office setting	<b>X</b>	Interpersonal skills		Theatre/Stage Production
<b>X</b>	Ability to do physical labor	<b>X</b>	Inventory	<b>X</b>	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
<b>X</b>	Clerical/filing		Photography	<b>X</b>	Typing/data Entry
<b>X</b>	Computer skills	<b>X</b>	Research		Sales
<b>X</b>	Customer Service		Science knowledge to assist lab		Video/audio/sound technical skills
	Custodial		Sports Information	<b>X</b>	Web page design
<b>X</b>	Effective Communication				

**Other, please specify:** This position requires an advanced skillset. Students must be able to:

- create and maintain original training artifacts and guides
- train other student workers

- instruct patrons
- collect and maintain statistics
- routinely process and complete work tasks with an accuracy of 90% or higher
- demonstrate a high level of proficiency in Microsoft Office (Excel, PowerPoint, Teams, and Word)
- ability to learn and operate within complex software systems
- demonstrate successful project management experience
- complete work assignments independently with little or no supervision
- communicate articulately with William Jewell College faculty, staff, students, and visitors

**Additional Information:** This position is NOT open to new students. Applications for this position are limited to students returning to work in the department of library services. Only ONE student worker per semester will fill this position.

**Application Requirements:** Applicants must submit their cover letter and resume via e-mail along with their completed Student Employment Application.