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

OFFICE OR DEPARTMENT: Library Services
CONTACT PERSON: Rebecca Hamlett (Library Services Director)
EMAIL: hamlettr@william.jewell.edu

JOB TITLE: Library Student Assistant
JOB DESCRIPTION: Reporting to the Director of Library Services, the Curry Library Student Assistant will primarily 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 [FY – SR rate]

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:

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

Other, please specify: This position requires an advanced skillset. Students must be able to:
- create and maintain original training artifacts and guides
- instruct patrons
- routinely process and complete work tasks with an accuracy of 90% of higher
- ability to learn and operate within complex software system
- complete work assignments independently with little or no supervision

Library experience is preferred but not a requirement. All student workers will be trained in library systems and processes.

Additional Information: This position is open to new and returning students. Students with Federal Work-Study awards are encouraged to apply. Limited funding may be available for international students or students without Federal Work-Study awards.

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