

Student Assistant

Department: Lichtenberger Engineering Library

Supervisor: James M Cox

Hours/Week: 10-20 during semester & up to 40 during holidays/breaks

Student Assistants are required to learn and perform an extremely wide variety of tasks throughout the University Libraries. In some cases, they have sole responsibility for the library unit when no fulltime staff is present. Tasks requiring the use of specialized software are repetitive in nature and do not require the student to know the software prior to hire.

Student Assistant Tasks:

- Provide front line public services (Check out/in materials, answer questions concerning the status and location of Libraries materials and services, library user accounts, Circulation, Reserve, and Media policy and procedure, and basic reference and informational questions)
- Shelving, sorting, shelf reading and shifting of library material
- Scan/photocopy patron requests; processing manuscript collections; paging items for on-site patron use as well as interlibrary loan request; work with online collection finding aids
- Basic library service platform circulation functions

Qualifications:

- Must be a registered student at the University of Iowa
- A positive, customer-oriented attitude.
- Able to work comfortably with diverse individuals.
- Displays leadership qualities: initiative, excellent attendance, engagement with assigned work, generally makes good decisions.

Preferences

- Experience using the University of Iowa Libraries
- Plan to remain in Iowa City year-round including holidays and Summer

Compensation: \$10/hour