

Student Employment Job Description

Job Title:	Student Library Assistant
Department:	Stafford Library
Rate of Pay:	2026/27 Academic Year \$15
Location:	Stafford Library Columbia College 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Kim Cook
Purpose/Summary:	The Library Student Assistant will assist in the general operations of the circulation desk and office tasks at Stafford Library during operating hours, including possible evening and weekend hours.
Essential Functions:	<ul style="list-style-type: none"> • All of the Library Student Assistant Essential Functions, plus • Assist librarians with training of new Library Student Assistants. • Review, proofread, and offer suggestions for the D2L course for Library Student Assistants. • Review library resource guides under supervision of librarians. • Plan and implement passive programming, including brainstorming ideas with the Assistant Director and designing all aspects of the displays/activities. • Begin to assist peers with research questions and consult with/refer to librarians as needed. • Greet patrons with a pleasant and customer friendly attitude, and display respect and civility to all constituencies in all communications. • Assist patrons with the general use of the library by reserving rooms, providing directions, etc. • Perform materials check-out and check-in and other general circulation duties. • Shelve materials and perform basic stack maintenance. • Assist patrons in locating materials. • Answer telephones and transfer calls to appropriate personnel. • Assist patrons using the computers, printers, scanners, and copy machines. • Perform filing in accordance with library practices. • Assist in the processing of materials. • Aid in fulfilling MOBIUS and interlibrary loan requests. • Assist with the opening and closing of the library. • May help with special projects, such as displays and social media. • Perform job duties in accordance with Columbia College’s vision, mission and values, and contribute to the development of the <u>Stafford Library</u> Department. • Attend work timely and on a regular basis during the established hours of operation; work additional hours as business necessitates. • Fulfill additional responsibilities as assigned.

Qualifications:

- Ability to fluently read, write, and understand the English language.
- Proficiency with the following, but not limited to: active listening; speaking; writing; critical thinking; judgment and decision making; monitoring; reading comprehension; and time management.
- Proficiency for using a variety of computer and technology-related software and equipment, including Microsoft Office products and database systems.
- Proficiency in using web-based technologies, including database systems.
- Ability to work independently and in a team environment, with or without direct supervision.
- Excellent communication, interpersonal, customer service, and organizational skills.
- Ability to adhere to a schedule.

Preferred Core Competencies and Professional Experience:

- Ability for detailed work.
- Experience using photo editing and/or design software, such as Photoshop or Canva.