

# LIBRARY AFFAIRS

## STUDENT EMPLOYMENT POSTING

**UNIT LOCATION:** Morris Library Circulation Desk 1<sup>st</sup> Floor

**CONTACT PERSON/PHONE:** C.J. Scott / Kat Rowe/ Julianne Doty/ Jonathon Brooks  
618-453-1456

**JOB TITLE:** Library Assistant

**SEMESTER(S):** Summer Semester 2025 possibly Fall 2025

**NUMBER OF HOURS:** 15 - 20 hours per week

### GENERAL RESPONSIBILITIES:

Include checking in/out materials, answering questions, helping with simple printing and computer questions, walking the building to do patron counts, helping customers retrieve items from shelves and more.

Prior library experience helpful but not necessary.

### WORK BLOCK:

1 weekend shift expected. 4 hours – 7 hours. We are open Sundays 12pm-8pm, Monday-Thursday 7:30am-9pm, Friday 7:30am-6pm, Saturdays 10am-6pm

### FEDERAL WORK STUDY for Fall 2025

Dependable with good interpersonal skills, strong work ethic, and good problem solving skills.

### PREFERRED QUALIFICATIONS:

Demonstrate ability to remain calm in stressful situations and manage conflict while providing good customer service.

Have to be self-motivated and able to adapt to changes in daily routine.

Available during University breaks.

### TO APPLY:

Complete the Library Affairs Student Employment Application form at the link or QRC below. Also, attach your official Summer 2025 & Fall 2025 class schedules and your Student Employment Work Referral form to the application.

**DATE OF POSTING:** April 1, 2025

**CLOSING DATE:** Open until filled

<https://forms.office.com/r/iHu0iTwtB>

