GRADUATE ASSISTANT POSTING

POSITION TITLE: Information Desk Graduate Assistant

NUMBER OF POSITIONS: 1

PERCENT (50% or 25% ONLY): 50%

TIME PERIOD OF POSITION: Fall 2022-Spring 2023

UNIT: Information Services

LOCATION OF POSITION: 1st floor, Information Desk

CONTACT PERSON: Matthew Borowicz

CONTACT PHONE NUMBER: 618-453-2818

GENERAL RESPONSIBILITIES:
- Works a set schedule at the Information Desk including evenings and weekends
- Helps patrons locate books, articles, and other information sources
- Assists patrons with the use of library technology and equipment
- Answers directional, procedural, and policy questions
- Shelves library resources as needed
- Other duties as assigned

REQUIRED QUALIFICATIONS:
- Experience conducting research, including finding articles online
- Must be flexible and able to adapt to changes in workflow or circumstance
- Must have a strong attention to detail
- Must be a self-starter who can work at a steady pace with minimal supervision

PREFERRED QUALIFICATIONS:
- Working knowledge of databases currently used at Morris Library
- Experience working at a library
- Strong preference for experience working at a university or college library

DATE OF POSTING: 8/17/2022

DEADLINE FOR APPLICATION: Until Filled

SUBMIT APPLICATION TO: Library Administration, 2nd floor, Morris Library