



Graduate Student Assistant - Library

Position Title: Graduate Student Assistant - Library

Reports To: Coordinator of Access Services

Department: Library

FLSA Status: Non-exempt

Employment Status: Part-time or Full-time

FTE: .37-.5

Salary/Position Grade: N/A

Pay Cycle: 9 Months

Pay Months: September-May

Grant Funded: No

Revision Date: 3/19/24

Position Summary:

Supports professional library staff at the Learning Commons desk by providing customer service to students, staff, faculty, alumni, and the general public. Library staff will assign projects, as needed.

Primary Responsibilities:

- Provide customer service for library patrons, including checkout, directions, research questions, and computer and printing questions
- Close the library after weeknight shifts, and open and close the library on the weekend
- Perform other duties, responsibilities, or special projects as assigned

Skills and Experience:

- Excellent verbal and written communication skills
- Ability to work independently
- Time management skills
- Microsoft Word and Excel experience
- Experience with library research tools, such as article databases and library catalog, required
- Supervisory experience preferred
- Customer service experience preferred
- Library experience preferred

Qualifications:

- Enrollment in a Mount Mary University graduate program
- To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform primary functions.

Physical Demands:

- May be required to lift up to 20 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand
- Some repetitive motion may be required

Working Conditions:

- Employment covers regular fall and spring class sessions
- Position begins the first week of the fall semester, with required training beforehand
- Responsible for adjusting or trading shifts with the other Graduate Assistant
- Pay rate: \$12.00 per hour

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. If you are interested in this position, please send a resume and cover letter expressing interest, and at least two professional or academic references to:

Hiring supervisor: Jenny Pinterics

Email: pinterij@mtmary.edu
