



## Graduate Student Assistant - Library

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**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

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### 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](mailto:pinterij@mtmary.edu)

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