



JOB TITLE: Learning Commons Student Assistant (Hourly)

DEPARTMENT: Learning Commons/Library (1076)

SUPERVISOR: Learning Commons/Library Director

MAJOR PURPOSE:

Assist in the operations of the Learning Commons and the Library. Provide a wide variety of technical and clerical support primarily for scheduling, proctoring and event services using the full range of technologies available.

ESSENTIAL FUNCTIONS:

- Performs Learning Commons reception desk procedures such as assisting students with staff scheduling, proctoring support, note-taking management, reviewing documents for accuracy, and answering informational questions.
- Supports staff with student outreach, clerical support, and job board submissions.
- Cross-training for Library circulation.
- Other duties as assigned by staff.
- This position may be required to work occasional evening and weekend shifts.

QUALIFICATIONS

REQUIRED KNOWLEDGE:

- Previous customer service experience preferred.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and other software.

SKILLS/ABILITIES:

- Effective organizational, interpersonal, and communication (verbal and written) skills.
- Able to multi-task and respond well to interruptions.
- Ability to use technology effectively and to adapt to technological and organizational change.

SCHEDULE

LENGTH OF EMPLOYMENT: January - May or August - December (Academic year)

HOURS: Shifts range from 5-20 hours per week; variable to fit Learning Commons needs and student schedules.

APPLICATIONS

Please return completed applications to the Learning Commons front desk along with a summary of available hours. You may also scan these documents and email them to learningcommons@jessup.edu.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date