

## Position Description

### POSITION PROFILE

**Position Title:** Inter-library loan/Government documents Student Assistant

**EOU Department/College:** Technical Processing

**EOU Supervisor Title:** Chrystine Brown, Serials & Acquisitions, Coffee Lounge Manager

**Typical Job Duration:** Academic Year

**Job Level:** \$13.70, Level 2

**Type of Schedule/Typical Hours:** Flexible hours, including evening and weekend availability required. Shifts are scheduled to accommodate the university's operational needs and the student's class schedule.

**Typical Number of Hours Per Week:** 10-14 hours

### POSITION INFORMATION

#### **Student Position Description Summary:**

Student Assistant tasks include pulling items that have been requested by other libraries from the shelves and preparing them for shipment. Student will also process materials that have been sent to the library to fill interlibrary loan requests for EOU patrons. They help in collecting and processing government documents. Shelving all Oregon and Federal documents, labeling materials.

#### **Job Duties/Responsibilities/Essential Functions:**

- Use library software to receive in/out library material for interlibrary loan.
- Provides routine data-entry about Library related transactions

Eastern Oregon University is an EEO Employer and welcomes application from women, members of historically underrepresented minority groups, US Veterans, and persona with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

- Assist library staff with projects as needed
- Shelve Government documents

## HIRING CRITERIA

### Minimum Qualifications:

- Federal Work Study Award
- Enrolled in at least 6 undergraduate credits per term, or a minimum of 9 graduate credit hours at the University of a University partner program/ institution.
- In good academic standing (have a minimum GPA of 2.0)
- Have evening and weekend availability during the regular academic year.
- Ability to work 10 to 14 hours a week without working more than a combination of 29 hours at this job or other University jobs

### Preferred Qualifications:

- **Library Experience:** Prior experience in library settings, particularly with technical services or inter-library loans.
- **Relevant Coursework:** Studies in Library and Information Science or related fields.
- **Technological Proficiency:** Familiarity with library management systems and databases.
- **Organizational Skills:** Demonstrated ability to manage tasks efficiently and maintain organized records.
- **Communication Skills:** Strong interpersonal skills for professional interactions.
- **Problem-Solving Abilities:** Experience in resolving issues related to document handling.

### Desired Knowledge, Skills & Abilities:

- Technology skills and ability to use library software systems
- Ability to use Microsoft Office applications such as Word and Excel
- Professional work ethic and independent time management skills
- Strong critical thinking skills and the ability to respond quickly
- Flexibility and positive attitude about working in a changing environment
- Detail-oriented on various tasks and projects
- Prior work in a library or office or similar work environment is preferred, but not required

## STUDENT LEARNING OUTCOMES

*As a result of completing this internship, the student will:*

### **Academic Learning Outcomes:**

- Develop a deep understanding of library operations, particularly in inter-library loans and document processing.

### **Industry Learning Outcomes:**

- Gain hands-on experience in library services, enhancing knowledge and skills applicable to careers in library and information science.

### **Career-Readiness Learning Outcomes:**

- Enhance professional skills such as communication, organization, and critical thinking, preparing for future career opportunities.

## PROFESSIONAL DEVELOPMENT & TRAINING

### **Professional Development & Training**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### **Learning Assessment and Performance Evaluation**

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework