Graduate Assistantship in Conaton Learning Commons & McDonald Library - Circulation

Job Description
Assists patrons at the desk by locating materials, answering general directional questions, and solving problems with computer workstations and other equipment. Use the library online catalog and automated circulation system to perform simple functions such as checking materials in and out, collecting fines, or updating patron records. Responsible for opening and/or closing the Learning Commons and Library buildings, depending on scheduled shift. Responsible for supervising student workers and Connection Center activities in the absence of full-time staff. Aids during emergencies. Communicates issues to supervisors as necessary.

Semester/Date of Position
Fall 2020 and Spring 2021

Salary/Tuition Remission
$8.70 hr. and 6 credit hours for fall semester and 6 credit hours for spring semester (remission rate may not exceed $635 per credit hour)

Days and Hours Required for Position
Available to work 10 hours each week. Evening (until 1am) and weekend hours are required.

Qualifications
Strong customer service orientation, experience with computers and ability to troubleshoot minor computer problems; familiar with the role of the Library within the university; excellent communication and problem solving skills. Previous library experience and/or supervisory experience preferred.

Only graduate students enrolled in a Xavier degree or licensure seeking graduate program are eligible to work in a Graduate Assistantship position.

Upon hiring, On-Campus Employment Forms are required before employment begins.

Requested Application Materials
Submit a resume, application, and cover letter stating qualifications.

The graduate assistantship application is found on the following webpage:

https://www.xavier.edu/graduateschool/graduate-assistantships/applying-for-graduate-assistantship

Contact Information
Please send all application materials and questions regarding the position to:

Megan Martin
martinm29@xavier.edu

Please send all general questions regarding graduate assistantships to XUgrads@xavier.edu or call 513-745-3957.

All application materials must be received no later than Tuesday, March 31, 2020.

Thank you for attending Xavier University and for your interest in the graduate assistantship position.