**Appendix A: Student Assistant Job Description**

Summary: Under the supervision of institution staff, the student assistant performs various duties as assigned for the operation of the library or cultural institution. No previous training or special knowledge is required. The student assistant will develop a working knowledge about the library or cultural institution, the services and programs they offer, and the care of materials.

Minimum Qualifications

* Minimum of 16 years of age
* Attention to detail
* Good organizational skills
* Exemplary verbal and oral communication skills
* Ability to lift 35 pounds
* Adherence to institution’s policies and procedures
* Adherence to schedule by being dependable and responsible
* Willingness to work as a member of a team and support the work of the institution
* Willingness to take ownership of ongoing daily routines
* Positive attitude toward public service work

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Potential Job Duties and Responsibilities (depending on institution)

* Assist with daily routine of institutional operations
* Assist patrons with directional questions, using the library catalog, locating materials, and searching for resources
* Operate a variety of equipment
* Use specialized software
* Answer the phone and provide brief informational support
* Perform alphanumeric sorting and shelving tasks
* Shelf read and straighten materials
* Scan library documents and organize physical and digital files
* Assist with programs, including room setup, craft preparation, crowd control, and clean-up
* Maintain library equipment, including dusting and light cleaning
* Update records and performs general data entry
* Perform other duties as assigned

Specific Job Duties by Institution

**Student Assistant for Missouri Historical Society**

* Operate a variety of photocopiers, scanners, and microfilm machines
* Understand library procedures and communicate them courteously to visitors
* Ask questions of co-workers when unsure
* Ability to maneuver a loaded book truck and handle historic materials carefully
* Interest in learning about history

**Student Assistant for St. Louis Public Library**

* Assists with virtual or in-person programming activities
* Organizes programming supplies and materials
* Assists with refreshing merchandising in the library
* Assist with item maintenance, including Customer Hold Lists and Missing Item Reports

**Student Assistant for The State Historical Society of Missouri**

* Process and create finding aids for single-folder manuscript collections
* Conduct preservation tasks, consisting of rehousing materials and assisting with cleaning stacks
* Digitize archival materials, including oral histories, photographs, and manuscripts
* Participate in outreach efforts, such as creating social media posts (Facebook, twitter) highlighting a specific collection
* Assist patrons at the reference desk

This description does not list all duties. Student assistants may be asked to perform other duties by library supervisor or staff.