**Library Assistant**

**DEFINITION:**

Under the direction of staff or faculty employee, a student usually performs all or part of the following duties:

(a) Assists in supervising and training of Library Aides.

(b) Serves as the library building manager during evening and weekend hours.

(c) May be called upon to perform all Library Aide duties.

(d) Carries out additional tasks as required.

**BASIC QUALIFICATIONS:**

One (1) academic year (two semesters) experience as a Library Aide II or the equivalent experience off campus.

**QUALIFICATIONS FOR STARTING AT STEP B:**

Two (2) academic years (four semesters) experience as Library Aide II or the equivalent in experience off campus.

**LEARNING OUTCOMES**:

- Identify areas for continual growth while pursuing and applying feedback.
- Professionally advocate for oneself and others.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Multi-task well in a fast-paced environment.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change.
- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage diverse resources and feedback from others to inform direction.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Maintain a positive personal brand in alignment with organization and personal career values.
Library Assistant

- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Show a high level of dedication toward doing a good job.
- Have attention to detail, resulting in few, if any, errors in their work.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Build strong, positive working relationships with team members and coworkers.
- Navigate change and be open to learning new technologies.
- Quickly adapt to new or unfamiliar technologies.

*Learning outcome descriptions from the National Association of Colleges and Employers (NACE).*