

**STUDENT INVOLVEMENT
UNIVERSITY OF NEBRASKA-LINCOLN**

Student Involvement Content Area: Women's Center/Gender Related Programs

Job Title: Women's Center Resource Assistant

Hours Per Week: 12 - 15

Position Reports to: Jan Deeds, Ph.D.

Work Location: 340 Nebraska Union

Hourly Wage: \$8.00 fall, \$9.00 beginning January 1, 2016

Basic Function: The Resource Assistant is responsible for maintaining and updating the library resources, including books, periodicals, resource files and pamphlets. This person coordinates the computer-based check-out system, and uses all available communication methods to raise campus awareness of Women's Center resources.

Student Involvement Responsibilities 10%

1. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
2. Assist in the development of collaborative projects across other SI content areas whenever possible.
3. Assist in the development of collaborative projects with other campus offices/ departments/divisions as opportunities arise to help achieve the goals and mission of Student Involvement.
4. Assist students and other customers of Student Involvement as needed.

Content Area Responsibilities 90%

1. Maintain and update library resources, including videos, books, periodicals, resource files and pamphlets.
2. Solicit donations from UNL faculty, staff and students for new resources. Follow SI procedures for ordering new materials.
3. Coordinate check-out system and procedure, ensuring that resources are accessible and returned. Maintain statistics of resource usage.
4. Participate in training for Women's Center volunteers and teach volunteers to use the check-out software.
5. Provide updated information for the WC website library page to the Associate Director each month.
6. Attend Women's Center staff meetings and utilize information sharing/communication methods including Blackboard and voicemail effectively.
7. Coordinate "Introduction to Women's Center Resources" outreach presentation to classes each semester, and maintain attendance records.
8. Assist with other programs and activities as assigned by Associate Director.

Special Qualifications:

1. Previous library work experience is useful but not required.
2. Good record keeping and organizing skills are essential.
3. Ability to use or learn to use our software applications (Microsoft Office, ResourceMate).