



LUTHER CLASSICAL COLLEGE

2300 Hickory St • Casper, WY 82604 • (307) 216-5294

Job Title: Library Assistant

Synopsis: Luther Classical College seeks a part-time Library Assistant to help the College Librarian establish a functioning library prior to the arrival of the first cohort of students in Fall 2025.

Start Date: June 10, 2024.

Location: 2400 Hickory St
Casper, WY 82604

Reports to: College Librarian

Compensation: \$15/hour

Time Commitment: This position is part-time, averaging 15-20 hours per week. Those seeking seasonal part-time employment, or ongoing part-time employment are encouraged to apply.

Travel Required: No travel is required for this position.

Institutional Mission Statement:

Luther Classical College educates Lutherans in the classical, Lutheran tradition and prepares them for godly vocations within family, church, and society, fostering Christian culture through study of the best of our Western heritage.

Job Description:

The Library Assistant completes any tasks assigned by the College Librarian including sorting and arrangement of materials, setting up shelving, labeling, barcoding, and adding materials to the online library catalog. Once the first cohort of students arrive in Fall 2025, the Library Assistant will staff the checkout desk and perform basic reference tasks.

Minimum Qualifications:

- A member in good standing of a Lutheran Church—Missouri Synod congregation who is committed to the mission of Luther Classical College.
- Interest in books and the library/information science field.
- Detail-oriented individual capable of following specific instructions.
- Ability to work efficiently while producing accurate results.
- Ability to be productive while working independently with limited supervision.
- Some experience with online library catalogs and search functions.
- Strong interpersonal skills, capable of maintaining a friendly and helpful attitude towards staff and library users.
- Ability to lift up to 40 lbs. repeatedly.
- Ability to work on one's feet for hours at a time.
- Willingness to take on varied tasks as assigned.
- U.S. Citizen
- Possess a valid U.S. driver's license and/or reliable mode of transportation.

Additional Desired Skills/Experience:

- Experience in/exposure to classical education strongly preferred.
- Previous experience working in a library setting.
- Previous experience cataloging library materials.
- Knowledge of Library of Congress classification system.
- Understanding of bibliographic records and cataloging standards.

Duties/Responsibilities:

- Perform job duties to the best of one's ability, maintaining honesty and integrity in all one says and does.
- Arrive on time for scheduled work shifts and maintain accurate time sheets.
- Assemble shelving and move shelving fixtures as needed.
- Help manage storage of books and other materials awaiting processing.
- Assist the Librarian with receiving and sorting of donated materials.
- Print spine labels and barcode labels and affix them to the correct books/materials.
- Use laminate material to preserve books and other materials.
- Add books and other materials to the online library catalog on Populi.
- Staff the checkout/reference desk.
- Assist library users with checkouts, returns, and basic reference queries.

Criteria for Success:

The successful candidate will:

- Be familiar with and passionately support the unique mission of Luther Classical College (<https://www.lutherclassical.org/about>) and the curriculum it offers (<https://www.lutherclassical.org/curriculum>).
- Possess prior experience in detail-oriented work.
- Demonstrate the ability to work independently while meeting expectations.
- Possess previous knowledge of library cataloging or display an eagerness to learn.
- Display a willingness to assist the Librarian by accepting new tasks with enthusiasm.
- Help the College achieve the goal of having a functioning library by Fall 2025.

Application Instructions:

1. Applications will be considered in the order received and held, at the discretion of Luther Classical College, until a suitable applicant is found.
2. Please send a cover letter and résumé to:

William Gottwalt
Librarian
Luther Classical College
2300 Hickory St
Casper, WY 82604
307-216-5294
william.gottwalt@lutherclassical.org

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