



WEST VIRGINIA STATE UNIVERSITY

Library Associate Drain-Jordan Library

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Drain-Jordan Library of West Virginia State University is looking for a friendly and service-oriented candidate for the position of Library Associate. This position assists the Director and library staff in providing courteous and efficient customer service to library patrons.

This is a non-classified, non-essential, FLSA overtime non-exempt, full-time, benefits eligible position.

Responsibilities for the Library Associate position

Responsibilities will include assisting the Librarian in the Technical Services Department with the processing of library materials that will be acquired by or donated to the library; including periodicals and government documents. This Library Associate will also collaborate and coordinate with the Librarians and Circulation Desk Library Associate in providing fast, friendly customer service to library patrons and, when scheduled, maintaining coverage at the Circulation Desk area at all times that the library is open to the public. Candidates should also have basic computer literacy skills, including office-related software (MS Office, Google Work Space, Acrobat, etc.). Other duties as assigned.

Requirements for the Library Associate

A minimum of an Associate degree or relative library experience is required. Applicants possessing the Master of Library Science (MLS) degree will be considered. Previous work in the Technical Services Department of an academic library or a public library is a plus.

Salary Statement

Salary will be commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by Feb. 28, 2026. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability.

West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu