

**Temporary/Extra Help – Wellness Support Associate
University of Illinois Library
University of Illinois at Urbana-Champaign**

The University of Illinois Library is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

The University of Illinois Urbana-Champaign, Library is seeking individuals to join our Library COVID-19 Wellness team.

As part of our overall COVID-19 safety precautions, the University of Illinois at Urbana-Champaign is utilizing Wellness Support Associates at Library maintained building entrances. Wellness Support Associates will check COVID-19 entry status by a scan of the I-Card or displaying the Illinois phone app. An Associate will remind students to wear a face covering and will offer disposable masks to people without one.

Rate of Pay:

The rate of pay for Wellness Support Associate is \$14.50 per hour.

Work Schedule:

The Library Wellness Support Associate positions are temporary positions anticipated to last until Thanksgiving with the possibility of returning for the Spring semester.

Shifts of 7.5 hours, or 3.75 hours will be scheduled during the Library's operating hours of 7:30am-9:00pm daily.

A 4-hour training session will be held for those selected for this position.

Minimum Qualifications:

Must be a minimum of 18 years old to apply.

These positions have no additional minimum requirements; however, individuals must be able to move to and from various locations by foot or bus, have a good work ethic, be able to use technology, be able follow and give clear instructions, and be friendly and able to work well with people.

Preference will be given to individuals with prior library experience.

Application Procedures:

There are two steps to complete the application process.

1. Please send an email to libraryhr@library.illinois.edu
 - a. Subject line: WSA Library
 - b. Text must include
 - i. Preference to work full days, partial days and if mornings or afternoons work better for your schedule.
 - ii. Include your contact information in the message.
2. You will then need to submit a Civil Service application at jobs.illinois.edu Please note that there is no physical exam for these temporary positions. Application instructions can be found at the

following link: <https://humanresources.illinois.edu/assets/docs/Civil-Service-Application-Instructions-04-09-19pub.pdf>.

Extra Help Positions:

Extra Help employees are appointed to fulfill casual or emergent needs within units. The amount of time for which services are needed is not usually predictable and payment for work performed is on an hourly basis and based on actual hours worked. Extra Help employees do not receive holiday pay or paid sick or vacation leave.

Extra Help employees are required by State Universities Civil Service System rules to take a 30-calendar-day break after working 900 hours. At the end of the 30-day period, you may begin another 900-hour employment cycle in a new position if available.

Questions:

If you have additional questions regarding Library Wellness Support Associate positions, please contact Library Human Resources at libraryhr@library.illinois.edu

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Other pre-employment assessments may be required, depending on the classification of Civil Service employment.

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).