



Posted: 02/20/2026

Hourly Rate: \$15.22 - \$16.91

Status: Non- Exempt, Full-time

Work Schedule: Sun – Thurs 12:00 pm – 9:00 pm

[The College of Idaho](#) The College of Idaho seeks a motivated and detail-oriented professional to join the Cruzen-Murray Library and Learning Support team. This role is essential to our student success infrastructure, overseeing all operations of the College Testing Center and supervising library operations during crucial evening and weekend hours. This position requires a non-traditional schedule to best serve our student body; typical hours are **Sunday through Thursday, 12:00 PM – 9:00 PM**, though these hours may vary during college breaks and summer sessions. As a key member of the Learning Support team, the successful candidate will provide a stable, supportive presence in the library.

The daily responsibilities of the **Library and Learning Support Assistant** are multifaceted, centering on the integrity and security of the testing environment. You will manage the scheduling and proctoring of exams for students with academic accommodations while strictly protecting the confidentiality of testing materials. In order to oversee the Math Placement Testing process, you will earn and maintain an Accuplacer proctor certification. Beyond the Testing Center, you will perform a wide range of duties in the library including, but not limited to, coordinating Interlibrary Loan processes and supervising student employees.

Successful candidates will possess a Bachelor's Degree, demonstrated exceptional organizational skills, and a high level of attention to detail, particularly when adhering to strict performance standards and guidelines. Proficiency in the Microsoft Office suite is required, along with the ability to quickly learn new institutional software. The ideal candidate will demonstrate strong cross-cultural interpersonal skills, excellent oral and written communication in English, and the self-motivation necessary to thrive in a fast-paced environment while managing competing deadlines.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current, valid driver's license is also required, and candidates must be vehicle-insurable.

The College offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to careers@collegeofidaho.edu. Review of applications will begin immediately and continue until qualified candidates are selected. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is a [mission-driven community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.