JOB TITLE: Library Assistant (Part-Time)
DEPARTMENT: Library
FLSA STATUS: Non-Exempt
SUPERVISOR: University Librarian

MAJOR PURPOSE:
Assist in the operation of the library front desk, with special emphasis on circulation, access services, and technical services.

ESSENTIAL FUNCTIONS:
1. Performs circulation desk procedures, such as checking materials in and out, registering patrons, answering telephones, collecting fines, circulating reserves, etc.
2. Shelves library materials, hourly counts, and retrieves materials used in-house.
3. Answers directional questions, assists patrons with ready-reference questions, database searching, troubleshoots printing issues, and refers patrons to appropriate personnel when needed.
4. Assists with copy cataloging.
5. Assist in the physical processing of new library materials.
6. Other duties as assigned by the Library Director.
7. Work hours: Part-time, 20 hours a week 12 PM to 5 PM Monday through Thursday.
8. This is a temporary appointment, August 24th to April 29th.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• Bachelor’s degree preferred

REQUIRED KNOWLEDGE:
• Previous library experience preferred.
• Proficiency in using Microsoft Office, Internet, and library electronic resources

SKILLS/ABILITIES:
• Effective organizational, interpersonal, and communication skills.
• The ability to respond helpfully and efficiently to queries from faculty, staff, and students.
• The ability to use technology effectively and to adapt to technological and organizational change.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.
PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature     Date