

JOB DESCRIPTION

JOB TITLE: Library Assistant

REPORTS TO: Director of Libraries (West Campus)
Associate Director of Libraries (North, East, Spring Hill or Porter Campuses)

BASIC FUNCTION: Provides support for Library services

CLASSIFICATION: Supervisory/Career Confidential

DUTIES AND RESPONSIBILITIES:

1. Assists students, staff, and faculty in library services in-person or remotely which includes audiovisual and computer equipment.
2. Assists with circulation processes and processing of library materials.
3. Assists with setting up and using audiovisual equipment in the classroom and public presentations.
4. Assists with library displays and programs.
5. Assists with maintaining a current inventory of AV equipment and supplies.
6. Assists with the training and supervision of student assistants.
7. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Standard high school diploma or GED required. General knowledge of library practices. Good clerical and customer service skills. Data entry proficiency required. Evidence of proficiency with computers, online searching, micro applications, and AV equipment required. One year of college and experience working in a library preferred.

Data Entry 3 – Invoice: 5,200 Keystrokes per hour with 95% accuracy

file: Library Assistant (previously Senior Office Assistant, Library formerly Office Assistant III, Library)
last revised: 9/1/98; 4/6/01; 7/01/02; 7/01/04; 8/10/06; 7/14/14; title change 5/29/18