

Library Specialist-Part Time

DEPARTMENT: Academic-Library

WORK LOCATION: Grand Rapids-W.A. Lettinga Campus

POSITION PAY RANGE: \$13.00 - 20.00, Hourly *(Please note: Actual pay offered will be commensurate with candidate qualifications and experience, the type of role, pay equity and available funding)*

SUMMARY:

Provide for the day-to-day maintenance of Library operations. These responsibilities are performed in an ethical manner consistent with the University's mission, vision, and values which include diversity, equity and inclusion.

RESPONSIBILITIES:

1. Assist Library Manager in implementing established library policies and services.
2. Manage routine library operations, weeding, process materials, assist with scheduled inventory cycle and maintain daily statistics, records, files, and student accounts.
3. Perform automated circulation functions, including fee collection, payments, inter-library loans (ILLs), and library materials notices.
4. Troubleshoot software and hardware issues by providing patrons with technology support and assistance, especially Student Accounts/Mail, Microsoft Word, Excel, PowerPoint, and machines such as OPACs, PC's, printers, and copiers.
5. Provide basic reference services, including the use of print and electronic resources.
6. Answer patron queries in person and on the phone, including placing requests and renewal of materials, and interprets library policies and procedures.
7. Oversee library operations in absence of local leadership.
8. Maintain serials collection.
9. Serve as an advocate for the Library.
10. Provide assistance as needed with other library services provided at the campus location (ie: academic testing and computer lab functions).
11. Provides GREAT customer service, anticipating and exceeding the needs of our customers.
12. Demonstrate and promote the University Cultural Values.
13. Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor degree required.
- 1-2 years of professional experience working in library preferred.
- Demonstrated ability to work with minimal supervision and to initiate work on projects independently.
- Strong customer service commitment.
- Demonstrated ability to set and accomplish goals, work under pressure, and meet deadlines.
- Demonstrated ability to work accurately and effectively with computerized systems.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- Demonstrated ability to communicate effectively and relate well to students, faculty, staff, and others while maintaining appropriate confidentiality.
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the University.

- Must be able to work an irregular schedule, evenings or weekends, additional hours during peak times or as required.