



## Job Description

**JOB TITLE:** Interlibrary Loan Specialist - Evenings  
**DEPARTMENT:** Library  
**REPORTS TO:** Director of Library Services

**POSITION SUMMARY:** Under the supervision of the Library Director, this position provides customer-responsive interlibrary loan service to Rochester College students, faculty and staff.

### EDUCATION AND/OR EXPERIENCE REQUIRED:

- Bachelor's degree required
- Prior academic library experience
- Familiarity with library workflows
- MLS/MLIS/MSLS from an ALA accredited graduate program preferred

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures that all user requests for interlibrary loan items are addressed in a timely manner
- Compiles ILL statistics for local, regional and national reports
- Supervises the processing of all ILL borrowing and lending requests
- Knowledge of national guidelines to ensure compliance with ILL copyright standards and practices of print and electronic materials
- Part-time, 15 hours per week, \$15 per hour
- Work weeknight and some weekend shifts
- Provides assistance to faculty, students, and the campus community by receiving and responding to information requests in person and remotely through phone/email/chat

### SUPERVISORY DUTIES:

- Supervises and trains student workers to assist in ILL transactions

### REQUIRED SKILLS AND ABILITIES:

- Good oral and written communication skills with high degree of computer literacy
- Excellent interpersonal and organizational skills and high attention to detail
- Ability to work independently and collaboratively
- Supportive of the College mission

### SEND APPLICATION AND RESUME TO:

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