

## Job Description

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

**UNIVERSITY MISSION:** Rochester University prepares students for professional and personal success as they serve in God's world.

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

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

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

**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 in book processing, ILL transactions and other routine tasks

**REQUIRED SKILLS AND ABILITIES:**

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