ROCHESTER UNIVERSITY

Job Description

JOB TITLE: **Night Librarian - 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 is responsible for acquisition processing, including copy cataloging, and other duties as assigned.

EDUCATION AND/OR EXPERIENCE REQUIRED:
- Bachelor's degree
- MLS/MLIS/MSLS from an ALA accredited graduate program *preferred*
- Previous academic library and supervisory experience
- Familiarity with library workflows

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Provide assistance to Rochester University faculty, students, and the campus community by responding to information requests in person and remotely through phone/email/chat
- Copy catalog and/or create brief MARC records in Alma
- Manage periodical records, back issues and periodical stacks
- Evaluate incoming donations
- Process new and current items
- Sort and reshelve returned books and other materials
- Staff library circulation desk.
- Part-time, $15 per hour, 7 hours per week, includes evenings and weekend shift
- Promote an inclusive Rochester through demonstration of our Diversity Statement. Participate in developmental activities to increase understanding and awareness of issues related to diversity, equity and inclusion both individually and as related to my field of work, profession or discipline.

SUPERVISORY DUTIES:
- Supervise and train 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. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church