**JOB DESCRIPTION**

**JOB TITLE:** Evening Library Assistant **DIVISION:** Division of Academic Affairs

**SUPERVISOR’S TITLE:** Director of Library **DEPARTMENT:** Library

**BASIC FUNCTIONS:** The Evening Library Assistant will perform a broad range of duties from the library’s information service desk while ensuring the delivery of quality service to the user community which encompass students, faculty, staff, alumni, and visitors. The individual will be responsible for the closure of the library at night and the execution of proper procedures to secure the facility. The Evening Library Assistant complies with the College policies and procedures and that of the Learning Resources Center.

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**PRINCIPAL ACCOUNTABILITY:**

* Responds to general inquiries at the library’s information service desk in person, by telephone, or utilizing video conferencing technology.
* Helps the user community in finding electronic resources using the library’s webpage and online catalog.
* Assists the user community in the retrieval of library materials from the stacks.
* Charges, discharges, and renews library materials using the integrated library management system (IMLS).
* Operates computers, printers, scanners, photocopiers, microfiche/film readers, and other library equipment.
* Monitors the library to ensure a conducive study and research environment.
* Assists the librarians with the weeding of worn and obsolete library materials.
* Uses Microsoft Office and related software in the completion of work assignments, as required.
* Engages in maintenance of the library book stacks to include sorting, and shelving of books according to their Library Congress classifications.
* Supervises College work-study students and library volunteers.
* Answers the telephone.
* Performs other duties as assigned to advance the strategic goals of the Library in connection with the strategic goals of the College.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

* Basic computer knowledge
* Familiarity with video conferencing
* Experience with Microsoft Office programs
* Willingness to learn new software technology
* Good organizational skills
* Ability to multi-task office activities.

**MINIMUM TRAINING AND EXPERIENCE:**

* Associate Degree or higher
* Previous library experience preferred, however, will consider strong public service background
* Basic knowledge of integrated library management systems (ILMS), working with library resources in print and electronic formats, and other library processes preferred
* Knowledge of Library of Congress classification scheme desirable
* Clear and effective oral and written communication
* Ability to establish and maintain a collegial working relationship with library staff, students, faculty, and College personnel
* Possesses the ability to independently perform specialized duties
* Ability to exercise sound judgement

**PHYSICAL REQUIREMENTS:**

* Ability to bend, stoop, reach, stand, move from one area to another on a regular basis
* Ability to push book carts and lift approximately 45 pounds, if needed.

**APPLICATION PROCEDURE:**

Qualified applicants should submit a Benedict College Application for Employment, résumé, official transcripts, and three letters of reference to:

Office of Human Resources

Attention: Learning Resources Center (Library)

Benedict College

1600 Harden Street

Columbia, SC 29204

Position is open until filled.

No Phone Calls Please.

Note: A criminal background check is performed on candidates.