

Posted 02/06/2018
Hiring range: \$10.00-\$10.58
Status: Full-time, Sun.-Thur. 12pm-9pm



The College of Idaho invites applications for a **Library Assistant**. The **Library Assistant** processes all invoices for payment by the Business Office; supervises the Library Student Assistants and work-study students during evening and weekend hours; coordinates and processes all interlibrary loan lending; assists in checking in and processing interlibrary loan borrowing; communicates with library vendor; receives, tracks and acknowledges all gifts to the library; maintains records of all library subscriptions including periodicals, standing orders, and online resources; orders supplies for library; receives, sorts and distributes all library mail.

Essential Functions

Financial

- Prepare all invoices for review and signature.
- Submit signed invoices to the Business Office and tracks payment.
- Maintain files of all paid invoices.
- Maintain records of library expenditures.
- Place orders for library supplies and equipment and monitor receipt

Supervision

- Supervise all aspects of library operation during evening and weekend hours.
- Supervise work-study students during evening and weekend hours.

Library Acquisitions

- Assists the Library Technology Coordinator in receiving (cataloging) and invoicing all items purchased for the library collection.
- Receive and acknowledge donations to the library.

Periodicals

- Check-in periodicals daily.
- Monitor periodical usage and generate annual usage statistics.

Customer Service

- Provide service and information to faculty, staff, students, and community

Interlibrary Loan

- In cooperation the Library Director and Library Services Coordinator, assists in the coordination of interlibrary loan borrowing and lending for institution.

General library

- Maintain general knowledge of library collections and services.
- Maintain an awareness of the library's physical environment, reporting routine or emergency problems.
- Consults and communicates regularly with the Director of the Library and other library staff in recommending, establishing and evaluating policies, procedures and workflow and increasing the quality and efficiency of library services.
- Serve as backup to other library positions.

Additional Functions

- Assists in library projects including shifting and relocation of materials.
- Additional duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Office suite
- Excellent communication skills, both oral and written, in English
- Ability to maintain a high level of customer service
- Must be self-motivated, willing to work independently
- Detail oriented while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity

Qualifications

- High School diploma or equivalent and some College required.
- Strong computer skills, particularly in Microsoft Word and Excel.
- Comfort and skill utilizing Internet resources.
- Ability to work non-traditional hours
- Ability to work independently.
- Attention to detail.
- Love of books and reading
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.