

Posting 02/07/2020
Hourly rate of pay \$10.00-\$10.58
Status: Full-time
Schedule: Sun-Thur Noon-9pm



The College of Idaho invites applications for a **Library Services Assistant**. The Library Services Assistant performs a wide range of administrative and support functions for the library including, but not limited to: supervising the library during evening and weekend hours; serving as a team leader for student employees in collaboration with the Library Services Coordinator; processing invoices for payment by the Business Office; coordinating and processing all interlibrary loan lending; assisting in interlibrary loan borrowing; tracking and acknowledging gifts to the library; ordering supplies for the library; receiving and sorting all library mail; participating in collection projects, including inventory.

Essential Functions

Customer Service

- Provide exemplary service to library users (students, faculty, and staff).

Administrative Support

- Provide administrative support including, but not limited to, correspondence, scheduling, and assistance with library events coordination.
- Prepare invoices for review and signature.
- Maintain records of paid invoices.
- Place orders for library supplies and equipment and monitor receipt.
- Receive, sort, and distribute library mail (including periodicals)
- Interface with other departments on campus (including Business Office, Campus Safety, Facilities, Information Technology, and Mail Center).

Supervision

- Supervise all aspects of library operation during evening and weekend hours.
- Serve as team leader for student employees during evening and weekend hours, in collaboration with Library Services Coordinator.

Library Services

- In cooperation with the Director of the Library and Library Services Coordinator, assist in conducting interlibrary loan borrowing and lending for institution.
- In cooperation with the Library Technology Coordinator, assist in cataloging items for the library collection.
- Assist in collection maintenance projects, including inventory.
- Assist in staffing the circulation desk.

General library

- Maintain general knowledge of library collections and services.
- Maintain an awareness of the library's physical environment. Report routine or emergency problems.
- Consult and communicate regularly with the Director of the Library and other library staff.
- Serve as backup to other library positions.

Additional Functions

- Assist 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 during the academic year (evenings and weekends).
- 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.

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

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, and the names and contact information of three (3) references, two (2) management and one (1) 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.