

## **Cole Library Circulation Assistant**

**Location: Cole Library**

**Wage: \$7.25 per hour**

**Length of Employment – Academic Year**

**Supervisor- Andrea Dusenberry**

The circulation desk is often the first contact that library users have with the library and its staff members must represent the library in a positive manner. Punctuality and dependability are essential components of this position.

### **Principal Duties and Responsibilities:**

1. Present professional appearance and manner.
2. Staff circulation desk
3. Charge and discharge materials
4. Take messages and transfer accurately
5. Respond to information requests, both in person and on the phone, by directing patron to reference desk or other appropriate area.
6. Adhere to library policies and procedures
7. Process reserve items each block.
8. Make coffee upon opening, (and periodically throughout the day), and maintain the coffee cart to a high degree of cleanliness.
9. Clean coffee urns and cart before closing time.
10. Assist in opening or closing of library (specific shifts).
11. Assist in maintaining the appearance of the library, keeping it neat and orderly.
12. Assist with general library duties as required.
13. Assist with shelving materials and shelf reading as required.
14. Required to work final examination week shifts.
15. Required to schedule work hours for each block, unless prior-approval of circulation coordinator is obtained.
16. Responsibility of worker to find substitute and report this to supervisor.
17. Communicate through department emails as necessary.
18. Must be punctual.
19. Record and report problems or any unusual situations to circulation coordinator.
20. Attend mandatory meetings each block.
21. Carry out tasks as assigned.

### **Minimum Qualifications Needed to Perform Job:**

Willingness and ability to work an established schedule; accuracy with alpha/numeric sequences; attention to detail; ability to use computers and a library automation system; ability to work without close supervision; dependability; keyboarding skills; good interpersonal communication skills; physical ability to stand, bend and lift books.

