Requisition ID: 9232

Associate Library Assistant

Job Summary
Perform day-to-day functions for library services primarily in the Hicks Undergraduate Library. Provide basic instruction in the use of reference sources, equipment, and automated information systems to library patrons. Communicate and implement library policies and procedures. Monitor inventory and order supplies for library use. Serve as unit representative on the Libraries Safety & Ergonomics Committee. Assist with library displays, events, and signage. Assist with essential responsibilities necessary to maintain orderly shelves and facilitate collection access for the library collection. Open and close library as assigned.

Required:

- High School Diploma/GED
- 2 years of library, clerical, or customer service experience
- Ability to work effectively and collaboratively to provide service in a diverse work environment and community
- Strong customer service and interpersonal skills
- Excellent written and oral communication skills
- Must be well-organized and able to pay attention to detail and concentrate on one task over a period of time
- Enthusiasm for learning about and using information technologies
- Able to work under pressure with frequent interruptions
- Ability to adjust to a rapidly changing environment
- Sound judgment and decision-making skills
- Able to work independently and with others

Preferred:

- Associates or bachelor’s degree
- Reference skills/research experience

Additional Information:

- Purdue will not sponsor employment authorization for this position
- A background check will be required for employment in this position
- FLSA: Non-Exempt (Eligible For Overtime)
- Retirement Eligibility: Non-exempt Defined Contribution Plan
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply