Associate Library Assistant (Evening) (9668)

Job Summary

The successful candidate will provide public service and supervise student assistants during the evening hours for the Humanities, Social Science and Education 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. Assist with essential responsibilities necessary to maintain orderly shelves and facilitate collection access for the library collection. Close library as assigned.

Required:

- High School Diploma/GED
- 2 years of library, clerical, or customer/public 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:

- **Hours are Sunday-Thursday 3pm-midnight**
- 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

Job Family

Academic and Student Affairs

Job Sub Family

Library Services

Employee Class

Support

Career Stream

Administrative and Operational Support 1

Pay Band S020

Link to Purdue University's compensation guidelines: [https://www.purdue.edu/hr/mngcareer/compguidelines/staffpb.php](https://www.purdue.edu/hr/mngcareer/compguidelines/staffpb.php)

Job Code #: 20002379

Link to Career Path Maker: [https://cpm.mendixcloud.com/?_ga=2.56634154.1642976899.1566391267-1652204999.1559663560](https://cpm.mendixcloud.com/?_ga=2.56634154.1642976899.1566391267-1652204999.1559663560)