

**Requisition ID:** 7194

## Library Assistant

### **Job Summary**

Responsible for the bibliographic control and records management for volumes stored in the libraries' print repository facilities. Receive serials and monographs from libraries and resolve discrepancies as necessary. Create, maintain, and modify records to reflect accurate holding information. Utilizing retrieval system, process patron requests for materials held in storage. Ability to work independently. Ability to identify and solve problems. Direct student assistants as needed.

This position has a limited duration of two years; continuation is dependent upon additional funding. Benefits do apply.

### **Required:**

- High school diploma/GED
- Three years of library, customer service, or general office experience (with at least one year of library service)
- Strong customer service and interpersonal skills
- Excellent written and oral communication skills
- Must be well organized and able to pay attention to detail
- Ability to adjust to a rapidly changing environment
- Sound judgment and decision-making
- Able to work independently and with others

### **Preferred:**

- Associates or Bachelor's degree to include courses in library science, computer technology, or related field
- Experience with database and/or library management systems
- Intermediate skills with MS Word, Excel, Outlook
- Ex Libris Alma or other ILS experience

**Additional Information:**

- This position has a limited duration of two years; continuation is dependent upon additional funding
- 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