Library Assistant (Print Repositories) Req. 1558

Job Summary

Responsible for the bibliographic control and records management for volumes stored in the libraries’ repository facilities. Receive serials and monographs from libraries and resolve discrepancies as necessary. Create, maintain and modify records to reflect accurate holding information. Process requests from patrons for use of materials held in storage. Utilize retrieval system to retrieve requested items for patrons. Direct student assistants as needed.

Required:

- High school diploma / GED
- Two years of library, customer service, or general office experience
- 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
- Intermediate skills with MS Word, Excel, Outlook

Preferred:

- Associates or Bachelor’s degree to include courses in computer technology, library science, or related field
- Prefer experience with database and/or library management systems
- Ex Libris Alma 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: PERF/Non-exempt 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