Library Assistant IV (Req. 576)

Job Summary

Perform day-to-day functions for library services at the Hicks Undergraduate Library. Guide patrons to available resources, locate and interpret information; assist in use of library technology; consult other Libraries and University personnel for referrals as appropriate. Respond to inquiries via the telephone, email, or in person. Communicate and implement library policies and procedures. Monitor inventory and order supplies for library use. Will be responsible for opening the Hicks Undergraduate library. Serve as unit representative on the Libraries Safety & Ergonomics Committee. Respond and take action to promote and maintain safety and security in the library.

Required:

• High school diploma / GED
• Two years of library 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
• Able to work independently and with others
• Library competencies include: adaptability, communication, continuous improvement, cross-functional perspective, initiative/judgment, self-development/continuous learning, service orientation and work standards
• Ability to lift and carry 10-25 pounds frequently and 40 pounds occasionally
• Ability to work independently and with others

Preferred:

• Knowledge of or experience with multimedia applications
• Reference skills/research experience

Additional Information:

• The hours for this position are Monday - Friday, 7:30 am - 4:30 pm
• 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 Defined Contribution Plan
• Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

Employee Class

Support

Career Stream

Administrative and Operational Support 1