Library Assistant IV (Req. 1290)

Job Summary

Perform day-to-day functions for library services in cooperation with the Parrish Library staff team. Coordinate and communicate schedules of learning spaces, meeting spaces and resources in the HSSEB Division. Receive, process, record and confirm reservation requests. Provide user orientation to basic functionality of learning spaces and equipment, prepare and set up spaces and equipment. Provide instruction in the use of reference sources, equipment, and automated information systems to library patrons. Provide assistance to Parrish Library faculty in the maintenance of collections of periodicals and other materials in the Parrish Library; and answer user questions regarding all formats of periodicals. Assist faculty with electronic travel forms. Communicate and implement library policies and procedures. Maintain library records to include ordering, cataloging, and other processing of library materials and Parrish Library course reserves. Open and close library as assigned.

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 use Microsoft Office Suite

Preferred:

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

Additional Information:

- The hours for this position are Monday - Friday, 8 am - 5 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

Job Family

Academic and Student Affairs
Job Sub Family

Library Services

Employee Class

Support

Career Stream

Administrative and Operational Support 1