TITLE OF POSITION: Evening Support Staffer (Hourly)

DEPARTMENT: Walsh Library, Rose Hill

RESPONSIBILITIES:
- Assist faculty and students in using Electronic Information Center (EIC) resources.
- Support the EIC during the evening/weekend period.
- Supervise EIC service desk operations (check materials and equipment in/out, place materials on Reserve, monitor event schedule, collect fines, answer patron questions).
- Supervise student workers in the EIC and in the first floor computer lab.
- Provide technical assistance to patrons and staff using library computers.
- Provide technical assistance for events held in EIC viewing rooms, conference rooms, computer labs and the Flom auditorium.
- Assist in upgrades and configuration changes to Library computers.
- Report system problems to University Help Desk and Library on-call engineer.
- Scan and upload material to the Library’s Digital Collections and Research Repository systems.
- Close the EIC according to established guidelines regarding what is left on, turned off, locked and unlocked.
- Other duties as assigned.

QUALIFICATIONS:
- High School diploma required. B.A. or B.S. preferred
- Prior academic library experience preferred; experience with collection analysis/de-selection functions helpful
- Ability to train, motivate and oversee student assistants necessary
- Must have strong interpersonal skills; work well with others; and communicate professionally with colleagues and University community
- Knowledge of Library of Congress classification system, or ability to learn, essential
- Familiarity with PCs and Windows software required; familiarity with automated library functions preferred.

SALARY: Commensurate with experience

STARTING DATE: ASAP

Send Cover Letter and CV to:
Michael Considine
Director, Electronic Information Center
Walsh Library
considine@fordham.edu

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