POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Evening Support Staffer  
                        (Part-Time/Non-Benefited; 19 hours per week)

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:

- 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

FLSA CATEGORY: Non-exempt

START DATE: ASAP

TO APPLY: Michael Considine  
            Director, Electronic Information Center  
            Walsh Library  
            considine@fordham.edu

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