Position: C00975  Date: 1.14.20-1.22.20

CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK Resource Sharing Lending Assistant, Level 5

DEPARTMENT: Walsh Library, Rose Hill

RESPONSIBILITIES:

- Reports to the Head of Resource Sharing (ILL)
- Lending position oversees the lending of library items to various libraries worldwide
- Must have the ability to work in a cooperative setting; in the ILL office, within the library and also with other libraries
- Must proficiently navigate between the various ill software: ILLiad, OCLC, Odyssey, Sirsi, Deluxe Delivery, UPS account
- Keep abreast of updates in ILLiad and incorporate into routine
- Oral and written contact with universities worldwide
- Train and supervise several student workers
- Search the online catalog and retrieve call numbers
- Navigate the numerous online databases to locate/download/send documents
- Retrieve bound volumes from the stacks
- Update ILLiad records
- Package and mail loans via USPS, Metro (Deluxe Delivery) and UPS
- Scan and send articles using Odyssey Document Delivery software to libraries worldwide
- Forward pdf documents to various library e-mails
- Open and sort the various shipments of mail
- Check in returned items
- Accurately maintain ILLiad/OCLC records as in keeping with a cooperative atmosphere
- Perform general circulation duties: including charging and discharging books within Sirsi (the online circulation system). Also navigate within the system for various tasks
- Oversee and process overdue and recalled items within ILLiad/OCLC and invoice when necessary
- Submit check payments to appropriate funds
- Process replacement copies; order replacement copies for lost/damaged items
- Implement traces on lost books with various mail couriers (USPS, Metro (Deluxe Delivery), UPS).
- Help maintain the Interlibrary Loan handbook by keeping abreast of all procedures performed within the department
- Help maintain the address database within ILLiad, Odyssey and UPS accounts
- Monitor office supplies.
- Respond to walk-in requests and phone calls from faculty and students (pickups, renewals, queries)
- Create accounts within ILLiad for the various non-OCLC members who wish to borrow from us.
- Coordinate on-site pickups from various local libraries
- Act as backup to the borrowing position, which means having a full understanding of the borrowing position
- Backup the head of department as needed by searching and submitting requests via ILLiad/OCLC for faculty and students for all three campuses.
- Troubleshoot difficulties in Odyssey, ILLiad and OCLC
- Other duties as assigned

QUALIFICATIONS:

- High School Diploma or Equivalent Required. B.A. Preferred.
- Mandatory Competency Testing
- Demonstrated Writing Ability
- Must be highly detail oriented and able to perform complex duties
- Must be self-motivated with the ability to prioritize tasks in a fast paced environment
- Must be able to handle heavy volumes daily
- Must possess excellent communication skills (written and oral)
- Must be able to work well with others and coordinate shared tasks
- Knowledge of Microsoft Word, online catalog, databases, ILLiad and OCLC strongly desired
- Library experience is very strongly desired
SALARY: $1881.58 Bi-Weekly
FLSA CATEGORY: Non-Exempt
START DATE: ASAP
SEND LETTER, RESUME TO: Charlotte Labbe
labbe@fordham.edu

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