TITLE OF POSITION/RANK: Circulation/Reference Library Assistant (Part-Time/Non-Benefited; 15 hours per week)

DEPARTMENT: Westchester Campus Library Westchester Campus

RESPONSIBILITIES:
- Reports to Quinn Library Administration (Lincoln Center Campus).
- Responsible for providing courteous and efficient customer service to all library patrons regarding all facets of library operations, while remaining flexible to evolving service demands.
- Staffs Circulation and Reserve desks but is available for occasional Reference work.
- Conducts opening/nightly closing duties as required.
- Provides general Circulation services – collecting or waiving fines; general information, etc.
- Accepts and processes all Intercampus and Interlibrary loan requests for students and faculty.
- Fulfills document delivery requests – prompt scanning and emailing of needed articles.
- Helps manage Manual Recall Processing upholding efficient sharing of the library collection among all patrons.
- Able to carry out all Reserve Desk duties that includes Ares course management procedures.
- Participates in Digital Reserve related initiatives and support.
- Contributes to Statistics Reports – requires collection of daily statistics and tracking for annual reports.
- Provides patron assistance with KIC scanner operations, public printing, and general library catalog database searching.
- Edits book records in Workflows by modifying library location and status when necessary.
- Participates in stack maintenance tasks (i.e., shelf reading & audits) which includes inventory, weeding, shifting and collection development.
- Monitors shared corporate email accounts – patron overdue notices & general inquiries.
- Participates in professional development initiatives.
- Performs other tasks as assigned.

QUALIFICATIONS:
- B.A required.
- Minimum one-year academic library experience preferred.
- Must have a working knowledge of Microsoft Office applications, Library of Congress classification, ILL, SIRSI Workflows, and online catalog and database searching.
- Prior experience in library related customer service, weeding and collection evaluation preferred.
- Prepared to take part in meetings or work assignments at RH or LC campus.
- Self-motivated, highly detail oriented with the ability to prioritize tasks and work independently.
- Excellent communication skills, both written and oral.
- Able to work well with others and coordinate shared tasks.
- Amenable to performing remote assignments when necessary.
- Strong commitment to public service required.
- Able to perform light lifting and shelving activities.
- Mandatory Competency Testing
- Demonstrated Writing Ability

SALARY: Hourly Rate
Commensurate with experience.

HOURS: 15 hours per week;
Tuesday/Wednesday/Thursday: 11:30am-4:30pm

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: nalangi@fordham.edu

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