



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H00215

Date: 10.28.22

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Circulation/Reference Library Assistant
(Part-Time/Non-Benefited; Maximum 19 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 e-mailing 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 report.
- 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:

Minimum Salary: \$20/Hr.
Maximum Salary: \$20/Hr.

NOTE:

Salary is commensurate with experience, qualifications, and skills.

HOURS:

15 Hours Per Week
Tuesday/Wednesday/Thursday
11:30 am – 4:30 pm

FLSA CATEGORY:

Non-exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

nalongi@fordham.edu

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