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.
• Conducts 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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