



**POSITION: Part-Time Library Assistant (closing)**

**DEPARTMENT: Library**

**POSITION SUMMARY**

The Part-Time Library Assistant works in the Hester Memorial Library and provides general library service to patrons

**RESPONSIBILITIES**

- Provides service at the circulation desk including but not limited to:
  - assisting in opening and closing of the library
  - answering general and directional questions
  - answering incoming calls
  - assisting students in locating books
  - properly checking out and checking in library materials
- Maintains a neat, orderly, and quiet atmosphere in the library including but not limited to:
  - properly shelving library materials as necessary
  - shelf reading as necessary
- Substitutes for full time Circulation Assistant or Library Assistant as needed
- Assists primarily in Circulation, but assists in Reference, Archives, or Curriculum Lab as needed
- Works on special projects as assigned



- Other duties as assigned.
- Responsible to Reference Librarian

## QUALIFICATIONS

- High School graduate with some experience using libraries
- Ability to make beginning level clerical decisions
- Ability to [listen](#), [verbally communicate](#), and assist people
- Ability to work independently
- Ability to understand and follow written and oral instructions.
- Ability to pay attention to detail
- Ability to establish and maintain effective working relationships with superiors, associates and the general public
- Computer literacy and ability to learn library software
- Supports NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with biblical model

## PHYSICAL REQUIREMENTS

- **Visual Abilities:** Read written and electronic documents and use a computer system.
- **Hearing:** Hear well enough to communicate with co-workers and patrons in person and via telephone
- **Dexterity:** Grasping, Feeling, Handling library materials, writing, typing and using the telephone, copier, and computer systems



- **Mobility:** Open files and operate office machines; move between library departments frequently and other departments on campus occasionally
- **Talking:** Frequently convey detailed or important information about resources accurately and in a manner that can be understood
- **Lifting, Pulling, and Pushing:** Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force frequently to move objects. Carrying books, pushing book carts, and moving boxes of donated materials
- **Cognitive/Emotional:** Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time

## WORKING RELATIONSHIPS

This position is a part-time position in the Hester Memorial Library at North Greenville University. The Part Time Library Assistant works under the Evening Reference Librarian with the full time Circulation Assistants and reports to the Dean of Libraries. This Part Time Library Assistant works with library patrons including faculty, staff, students and the community.

## WORK SCHEDULE

Hester Memorial Library is open Sunday, 6 p.m. – 11 p.m., Monday through Thursday, 7:30 a.m. – midnight, Friday 7:30 a.m. – 4 p.m. and Saturday, noon – 5 p.m. Holiday and exam hours vary. Work hours are limited to Fall and Spring semesters through exams.

This position may work up to 18 hours per week depending on employee's availability and the needs of the library.



Closing Part Time Library Assistant:

- Monday, Tuesday, Thursday 6 p.m. – midnight
- Other hours are available

## **TRAVEL**

No travel is required.

This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.