Graduate Assistant - Evening Reference/Interlibrary Loan Assistant

**DESCRIPTION OF JOB:**

Edgewood College’s Oscar Rennebohm Library has a graduate assistant position available for a Masters candidate in Library Science as an Evening Reference/Interlibrary Loan Assistant. Primary hours for the 20-hour per week position are Monday through Friday mostly evenings and Saturday 9am-5pm (some flexibility may be possible). Employment begins in August 2016.

Edgewood College is a Liberal Arts College with FTE enrollment of around 2,400 students. The College offers nine master's degrees, a doctorate in education and nursing, and special programs for undergraduate returning adult students. Please see [http://www.edgewood.edu](http://www.edgewood.edu) for more information about the College and [http://library.edgewood.edu](http://library.edgewood.edu) for information about the library.

**Responsibilities:**

Primarily responsible for providing customized information services (ready reference, point-of-use-instruction, on-line questions, scheduled research consultation), supervising student assistants, and closing the library 2-3 evenings a week. Help with interlibrary loan services, assist in the design of handouts, online instruction, assistance with library’s reference webpages, and other supplementary materials that help students learn about information resources, troubleshoot electronic hardware and software in public service areas (refer more complex problems to the appropriate computer services staff member). Additional special projects will be assigned based on candidate interest, knowledge, & experience.

**JOB QUALIFICATIONS:**

**Necessary Education or Work Experience:**

- Currently enrolled in an ALA-accredited Library and Information Studies program

**Required Skills and Knowledge:**

- Able to work independently and collaboratively in a team-based environment
- Possess excellent problem solving, multi-tasking, and organizational skills
- Exhibit excellent communication skills, and a strong, proactive service orientation
- Understand user comfort levels with technology and employ teaching concepts related to the adult learner
- Highly flexible with ability to thrive in a fast-paced and continually changing environment.
- Able to troubleshoot computers and/or software applications
- Familiar with online circulation and catalog systems (Experience with Innovative system is a plus.)
- Familiar with Interlibrary loan ( Experience with ILLiad and OCLC WorldShare Interlibrary Loan a plus)
- Experience with desire or learn screencasting applications (Captivate, Camtasia, Jing, etc.)
- Fun with a good sense of humor.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other Qualifications:**
Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To apply: A review of applications will begin on April 4th, 2016. Send letter of application, resume, and name, address, phone number, and email address of three references to:

Edgewood College
Human Resources – GALI
1000 Edgewood College Drive
Madison, WI 53711
E-mail: humanresources@edgewood.edu
Equal Opportunity Employer