Senior Library Assistant

DESCRIPTION OF JOB:

This is a twelve-month, part-time position (50%). The Senior Library Assistant is responsible for the day-to-day library material acquisitions and document delivery process including obtaining library resources not available at the Rennebohm Libraries; managing the serials collection; maintaining the Integrated Library System (ILS) fund accounting system. Additional responsibilities include assisting with Digital Initiatives projects. Some weekend and/or evening work may be required.

Responsibilities:

A. Manage acquisitions of library materials (35%)

1. Maintain the ILS fund accounting system.
2. Verify new requests prior to ordering to eliminate duplication of titles.
3. Order requested items from publisher or vendor.
4. Create and maintain brief bibliographic and order record on ILS.
5. Monitor orders through the receiving process and follow-up as necessary.
6. Maintain internal fund accounting records and produce reports as needed.
7. Audit invoices and submit to business office for payment. Reconcile to general ledger monthly.
8. Manage the Relax & Read collection.
9. Compile statistics as necessary.
10. Manage intake and processing of donated items.

B. Manage the serials collection (20%)

1. Create, maintain and update records on ILS.
2. Check in periodical issues and distribute to shelves.
3. Claim and/or replace missing or damaged issues.
4. Store and maintain cancelled periodicals and microforms.
5. Audit invoices and submit to business office for payment. Reconcile to general ledger monthly.

D. Digital Initiatives (20%)

1. Assist in the processing of archival and digital collections.
2. Digitize media including photographs, slides, print, and archival materials using a variety of equipment and software.
3. Transcribe documents and other material added to the Digital Collection.
4. Work closely with Head of Digital Initiatives to create and maintain digital collections.
5. Process archival collections in preparation for use by researchers.

E. Document Delivery (15%)

1. Process and monitor incoming and outgoing interlibrary loan requests.
2. Assist in monitoring compliance with copyright regulations.
3. Assist patrons with questions concerning submission, verification, retrieval, and delivery of interlibrary loan requests and materials.
4. Work with the Document Delivery Coordinator in establishing and evaluating policies and procedures governing the exchange of materials with other institutions.
F. Miscellaneous Duties (10%)

1. Serve as a backup for the Circulation Supervisor including opening the library in their absence.
2. Provide backup support to deliver and pickup mail.
3. Maintain a comprehensive and up-to-date procedure manual.
4. Participate in unit planning activities and special projects as required.
5. Develop and maintain expertise in a constantly changing technological environment.
6. Prepare historical and other promotional exhibits.
7. Other duties as requested or assigned.

JOB QUALIFICATIONS

Necessary Education or Work Experience:

- Minimum of one-year experience in an academic library.
- Demonstrated budgetary management and financial analysis skills and experience.
- Experience with ILLiad, document delivery services, and other library e-resources/software.
- Proficiency with Excel including creating charts and tables.
- Must be able to lift up to 40 pounds.
- Proficient knowledge of Microsoft Office and experience within an academic setting.

Required Skills and Knowledge:

- Able to work independently and collaboratively in a team-based environment.
- Knowledge of general accounting principles.
- Able to use discretion and make administrative judgments based on existing operating guidelines to resolve day-to-day operating issues.
- Excellent problem solving, multi-tasking, and organizational skills.
- Exhibit excellent communication skills, and a strong, proactive service orientation.
- Successful project management experience including a demonstrated ability to plan, and implement and assess projects.
- Ability to troubleshoot computers and/or software applications.

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.

While performing the duties of this job, the employee is

- Regularly required to sit;
- Frequently required to use keying skills, visual requirements associated with keying data, often detailed and numeric;
- The ability to interpret and respond to printed documentation;
- The ability to communicate effectively on the telephone;
- The noise level in the work environment is normal office conversation

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.
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.

To apply: Send a letter of application, resume, and references to:

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