PART-TIME EVENINGS/WEEKENDS LIBRARY ASSISTANT (TEMPORARY)

The University of Rio Grande/Rio Grande Community College seeks a temporary part-time evenings/weekends library assistant for the Jeanette Albietz Davis Library on the main campus in Rio Grande, Ohio. This position is limited term and works primarily 4-5 hour evening shifts Monday through Thursday from 5-10 p.m., Saturday afternoons from 1-5 p.m. and Sunday evenings 5-9 p.m. beginning mid-August through mid-November with a possible extension to the end the 2015 Fall Semester (December 10, 2015.) Hours may vary from 10-28 hours per week.

The position’s primary focus is providing and supervising high quality customer service at various contact points (e.g., reference and/or circulation desks) for students, faculty, staff and community members visiting and using the library and its services. The successful candidate works directly with patrons to help them find and use either print or electronic resources to fulfill their information needs. Providing occasional tutoring of patrons on the research and writing process or basic instruction on computer use may also be required. The position assists in the administration of the library in the absence of full-time library staff members and has the authority to oversee and direct student employee work activities.

Qualifications:

- Bachelor’s degree, Master’s degree preferred
- Knowledgeable of research and writing processes
- Experience with library/information search tools (particularly those electronic resources offered via OhioLINK)
- Ability to troubleshoot basic computer problems (proficiency in Microsoft Office Suite software desirable)
- Ability to appropriately handle confidential information (understands and applies university and library policies and procedures)
- Ability to oversee the security of the building’s resources and occupants (manages library’s opening and closing procedures and addresses patron complaints and problem behavior)
- Strong analytical and organization skills, attention to detail and accuracy
- Strong interpersonal and communication skills, some previous teaching or library reference experience preferred
- Service oriented, self-motivated and able to work both independently and as a member of a team
- Ability to be flexible and adaptable
- Ability to lift an excess of 25 lbs. (light housekeeping and occasional carrying and moving of equipment and materials required)

Resumes are being reviewed as they are received with the position remaining open until filled. All applicants must submit a letter of interest and resume including the names of three references to:

Mr. Chris Nourse,
Director of Human Resources
P.O. Box 500,
Rio Grande, Ohio 45674
E-mail: HR@rio.edu
Fax: 740-245-7972

Official transcripts and background checks required prior to hire. AA/EOE