Position Title | Circulation Assistant III
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Hourly Rate | $7.75
Department | Circulation and Reserves-College Library
Supervisor | Deb Lynch
Work Location | Library
Account Number | 01-40370-00000-00000-xxxxx

Do multiple individuals hold this position at one time?  ☐ Yes  ☒ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 1 to 2 hours per day, 8 hours per week.

The student will work  ☐ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☒ any day of the week.

Hours are available during the following times of the day: whenever library is open

Department/Position Overview

The Circulation Desk is a main hub of the library for putting information in the hands of those who want it and need it. The job of a Circulation Assistant is to be at this front line and pass on information to library users. The Circulation Desk assists with the library collections and reserve services to library users (students, faculty, staff, alumni, campus visitors and community members).

The Circulation Assistant III position:

- supports training new Circulation Assistants and refreshing the skills of Assistants who have been rehired and are already trained.
- coordinates, schedules and supervises work that needs to be completed by Circulation Assistants and provides overall monitoring of the projects.
- assists with updates and additions to the Circulation procedure manual and orientation and training checklists

Must be dependable, observant, possess good communication skills, learn to recognize inconsistencies and deal with varied and complex procedures. Circulation Assistants check-in/check-out/HOLDS/Reserves/and distribute ILL items and handle questions from students, faculty and visitors about the library building, the collection, equipment and the campus in general. The Circulation Assistant is often the only contact students, faculty and visitors may have with the library and often, not just the library, even Beloit College itself.
Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☒ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
☒ Position provides real experience in teamwork, decision making, planning, verbal communication, how to obtain and process information and the ability to positively influence others.
☒ Supports refreshing skills of 16 to 18 rehired Circulation Assistants and provides crucial support role in training 4 to 6 entry-level Circulation Assistants (1st Year or cross-train shelving, Reserves and processing books in need of repair for bindery shipment)
☒ Participates in processes to include interview, training and scheduling of Circulation Assistants.
☒ Learn to resolve Circulation Desk & Reserve problems in a positive, fair and timely manner.

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing
☒ Detail oriented with strong organizational skills
☒ Familiarity with specific computer software, listed here: Microsoft Word and Excel
☒ Familiarity with specific equipment, listed here: OCLC WorldShare and Discovery-WorldCat Beloit, printers, copiers and scanners to assist library users
☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Candidates must have worked for a minimum of 3 semesters at the circulation desk and should have experience processing reserves. Additional experience in ILL, Serials, Bindery, Mail Clerk or Tech Services/Collections is desirable.
☒ Ability to train, mentor and develop skills needed to teach and positively influence other students in the workplace