POSITION SUMMARY

This position will provide support to the Library. Duties will include: help maintain the library stacks by shelving and straightening books; help patrons find materials and assist them with library equipment; assist with special events; make handouts; hang flyers; and data entry. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Pick up and deliver mail
3. Scanning and/or shredding
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Provide handouts and/or forms to customers
7. Maintain inventory
8. Set up learning environment (such as labs, classrooms, etc.)
9. Check out equipment
10. Event preparation and support
11. Collect and record data
12. Maintain knowledge of multiple programs
13. Provide limited technology support to end users
14. Guided tours

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing
- Use or repair small/light equipment such as power tools