



Position Title: Library Assistant II (Search # 105508)

Deadline: May 30, 2018

Pay Grade: 26N

Major Responsibilities:

1. Process books requested by borrowers and follow-up on select overdue items.
2. Verify and send notices to borrowers about requested library materials.
3. Assist library users at the Circulation and Reserve Desk: check-in and check-out library materials; answer user inquiries; interpret library policies and procedures; assist with print release stations, scanners, and copiers in public areas. Supervise student employees, including training and assisting with performance management. Serves as primary contact for security concerns or facility problems reported during the evening. Create records for library borrowers: verify user status in the UDSIS and HRIS databases, assign appropriate borrowing privileges; enter and update data in library system, and produce library borrowing cards. Close the Circulation and Reserve Desk on Friday evenings.
4. Provide afternoon and early evening coverage for two branch libraries as needed.

Qualifications: High school diploma or GED and two to three years of related experience. Working knowledge of library records, automated library systems and other specialized library databases, and procedures in specific departmental operations. Demonstrated ability to perform difficult bibliographic searches in a variety of bibliographic databases and the Internet. Experience in using standard computer software programs for word processing, spreadsheets, databases, and Web-based applications. Ability to follow complex instructions, to work independently and to devise solutions to problems. Ability to perform detailed and accurate work. Strong organizational skills. Ability to communicate effectively and interact well with people of all ages and diverse backgrounds. Must be able to lift with or without assistance, boxes of books and supplies weighing up to 50 lbs., push and pull full book carts weighing 250 lbs., and bend and reach to place books and journals on library shelves ranging from 3" to 90" high. Previous experience supervising student assistants and excellent customer service skills preferred.

General information: The University of Delaware Library is committed to student success, scholarly research and inclusive excellence. The Library is strongly committed to fostering diversity within our community. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity

for diversity in the broadest sense. The Library collaborates with strategic campus partners to achieve these priorities, as well as with national professional organizations including the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, OCLC Research Partnership, SPARC, HathiTrust, the National Digital Stewardship Alliance, the National Network of Libraries of Medicine (NN/LM) and the ACRL Diversity Alliance. More information about the Library is available at <https://library.udel.edu/>.

Work Hours: Monday - Friday 11:30 a.m. - 8:00 p.m. Hours vary for winter and summer sessions and semester breaks. Occasional Saturday or Sunday coverage will be required.

To Apply: Include cover letter and resume, along with the names and contact information of three employment references, in a single document, following University of Delaware application instructions at <http://www.udel.edu/udjobs/>.

Equal Employment Opportunity: *The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/home/legal-notices/>.*

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.