

Ball State University
Position Description

Department: University Libraries

PC#: 503122

Dept Code: 12300

Salary Grade: 8 N

Position Title: Library Night Assistant

Reports To: Access Services Evening Supervisor

Revision Dates: 11/2000; 12/2002; 8/2003; 12/2005; 11/2006; 6/2007

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: Students

Position Function:

Assist in the management of activities in the Music Collection during night hours; assist library users at all service points; monitor building security; secure the Bracken Library facility for evening closing.

Duties/Responsibilities:

1. Assign and review work, orient and train students, and make recommendations as to interviewing and selection, performance appraisal, and discipline.
2. Assist in the management and oversight of activities related to circulation during scheduled hours; interpret library policies and procedures; provide library and/or university related information.
3. Mount requested tapes and compact discs; patch playback equipment and listening stations via electronic switching.
4. Provide music reference and general reference assistance to students, faculty, and staff through the online catalog and other resources.
5. Provide assistance in the use and maintenance of public computer equipment.
6. Serve as backup for programs and services as needed.
7. Monitor the area's security condition and assist in resolving problems/emergencies.
8. Perform other related duties as assigned.
9. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: High school diploma or GED

Experience: Over one through three years of office or related experience; strong oral and written communication skills; working knowledge of PC equipment and Microsoft Office applications.

Additional Preferred Qualifications:

Education: Over eighteen months of music education beyond high school.

Experience: Library and supervisory experience.