

Ball State University
Position Description

Department: University Libraries

PC#: 503126

Dept Code: 12300

Salary Grade: 7N

Position Title: Periodical/Reserve Assistant

Reports To: Periodical/Reserve/Microforms Collection Supervisor

Revision Dates: 1/2000; 1/2002; 8/2003; 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:

Maintain current periodical collection; coordinate activities with the public and technical services operation.

Duties/Responsibilities:

1. Supervise students in the preparation of the reserve periodicals for circulation; enter circulation information into the Libraries' database; receive title changes, new titles, and cancelled title information from cataloging and update the current periodicals list on the PC.
2. Conduct searches, notify patron of search status via e-mail, and maintain weekly statistics for missing current periodicals and in library use of current periodicals.
3. Train and oversee Periodical/Reserve/Microforms (P/R/M) students in preparing current periodicals for public use; includes removing complete and incomplete periodical volumes; pulling and preparing current year only periodicals for Technical Cataloging Assistant/Serials; identifying, recording processing and coordinating activities between P/R/M students and the Binding section; developing additional projects for P/R/M students.
4. Maintain timely access of materials through proper display and filing.
5. Prepare PRM unit for daily operation; includes booting up public computer stations, circulation terminals, and turning on ILL copiers.
6. Perform other related duties as assigned.
7. 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 three months through one year of related experience; working knowledge of basic Microsoft Office applications.

Additional Preferred Qualifications:

Education:

Experience: