

*Ball State University*  
**Position Description**

**Department:** University Libraries  
**Dept Code:** 12300

**PC#:** 503136  
**Salary Grade:** 7 N

**Position Title:** Library Office Assistant

**Reports To:** Assistant Dean for Digital Initiatives and Special Collections

**Revision Dates:** 10/2004; 3/2005; 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:** None.

**Position Function:**

Provide office support and assistance to various areas within the University Libraries, specifically the Archives and Special Collections and the Friends of the Alexander M. Bracken Library; assist in day-to-day operations as well as assist in the planning of special events, exhibits, and programs.

**Duties/Responsibilities:**

1. Perform general office and receptionist duties; includes answer telephone and assist customers in person; copy, scan, and fax documents; receive, process, and distribute mail to appropriate individuals; maintain office files; prepare and/or compose correspondence.
2. Update and maintain databases and files for accessions, donors, statistics, and cataloging; prepare statistical and other reports.
3. Process selected collections according to archival standards and practices; prepare archival finding aids for digitization; prepare archival exhibits.
4. Provide reference assistance to students, faculty, staff, and the general public.
5. Assist with preparation for Friends annual dinner, programs, and Board of Governor meetings; update Friends web page as needed.
6. Prepare book orders for Special Collections materials; provide assistance to technical services personnel regarding catalog of Special Collections material and rare books.
7. Maintain inventory of office supplies, recommend appropriate purchases in accordance with budget allocations; prepare Central Stores orders and purchase requests.
8. Prepare forms for printing requests, mailing requests, purchase orders, work orders, equipment inventories, chemical inventories, and other activities; serve as contact for work to be completed; prepare orders for photographic and scanning activities.
9. Perform other duties as assigned.
10. 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 experience in an office environment; working knowledge of basic Microsoft Office applications; strong organizational skills; good oral and written communication skills.

**Additional Preferred Qualifications:**

**Education:** Up to eighteen months or equivalent beyond high school.

**Experience:** Experience in archives, library, or related work.