

Ball State University
Position Description

Department: University Libraries

PC#: 503201

Dept Code: 12300

Salary Grade: 8 N

Position Title: Library Night Assistant

Reports To: Library Night Supervisor

Revision Dates: 9/2004

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: Supervise and maintain the Educational Resources area and collections during nighttime hours.

Duties/Responsibilities:

1. Manage services and oversee activities related to circulation during scheduled hours; includes information services, use of material/equipment; booking, retrieving and circulating general and reserve materials.
2. Assign and review work, orient and train students, and make recommendations as to interviewing and selection, performance appraisal, and discipline.
3. Provide information, assistance, and instruction to students, faculty, and staff for locating collection resources through the online catalog and other resources; assist with the use of resources, their supporting instructional equipment, and circulating digital equipment.
4. Provide assistance in the use of maintenance of the area's public computer equipment.
5. Assist with collection maintenance; includes inventories and searching for lost/missing material.
6. Monitor the area's security condition and assist in resolving problems/emergencies.
7. Assist with retrieving, photocopying, and scanning materials for Interlibrary Loan Service and Remote Storage requests.
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; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education: Over eighteen months of education beyond high school.

Experience: Library and supervisory experience.