Search# 20-02C

Department: Library

Position Title: Part Time Library Clerk II-C

Supervision received: Employee is supervised

Supervision exercised: None

Bargaining Unit: Yes

During the academic year this position is for the evening shift (3:00 p.m. – 12:00 midnight) and shifts on both Saturday and Sunday

General Statement of Duties:
Assists students, faculty and other patrons in utilizing library services, locating and circulating library materials.

Essential Duties:

- Charge and Discharge library materials, including books, laptops, course reserves, etc.
- Place items on hold for patrons.
- Process Course Reserves.
- Update library databases as instructed.
- Record and collect fines and other paid fees.
- Respond to calls for assistance and answer directional questions from patrons.
- Provide assistance in setting up audio-visual equipment, including Microfilm and Microfiche machines.
- Assign and track usage of study rooms and library facility.
- Monitor library equipment, including computers, printers, scanners, etc. and perform basic troubleshooting tasks.
- Perform administrative duties associated with the opening and closing of the library.
- Explain and enforce library policies and procedures to all patrons; monitor the library on a regular basis and report any problems
- Shelving materials, shelf reading the various collections, shifting of collections
• Basic Voyager functions, such as adding patrons, collecting fines, checking in newspapers, etc.
• Receive and process routine library material (daily newspaper, government documents microfiches, loose-leaf collections, etc.)
• Basic book mending

Secondary Duties:
• As requested by the supervisor

Educational Requirements: High School Diploma

Qualifications, Knowledge, Skills Required:
• A minimum of one year of experience working in a public library or a library in an institution of higher learning.
• General computer skills including Microsoft Word, Excel and Outlook.
• Ability to type with speed and accuracy and maintain and organize files.
• Basic math and book keeping skills.
• Ability to perform light lifting, bending and reaching; ability to push a full book truck.
• Attention to detail.
• Outstanding customer service skills.
• Ability to work in a collaborative manner with peers and colleagues
• Ability to communicate in a professional, clear and concise manner.
• Professional appearance and delivery especially when assisting students, faculty, administrators, staff and visitors.
• Adaptable to a changing environment

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Disclaimer: The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position.

Employees will be assigned specific job-related duties through the individual hiring departments. Duties may vary from incumbent to incumbent in this job title.

How to Apply: Please send a cover letter and your resume, in one pdf document via email to hrdept@newhaven.edu. Please make sure to reference Search # 20-02C in the subject line.

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