

Job Description: Part-time Library Assistant, Charlotte Campus

Title: Library Assistant

General Position Summary: The Library Assistant's role is to help with patron services, assist with circulation duties, carry out stacks maintenance, complete routine library duties as assigned, assist with basic library technology duties and other library or seminary tasks as needed.

Circulation Desk Functions:

- Check out and check in books as needed
- Assist with processing, checking in/out of reserve materials
- Process recalls, renewals and other patron requests
- Answer basic informational, directional and library policy questions, help patrons locate materials, provide basic copy machine and computer assistance
- Record and tally usage statistics and exit gate readings
- Perform registration of new patrons and upload patron information in library system
- Process new books from Richmond campus, and book requests on hold by patrons
- Assist with book display in the library

Stacks and Reference Maintenance Functions:

- Gather, sort, and shelve books and journals
- Shelf-read, straighten, and/or shift books in the stacks as needed

Other Work Functions:

- Open and close library and seminary campus as needed
- Greet, assist and refer patrons according to their needs-including online resources, databases, and academic research
- Assist faculty as needed
- Respond to donation inquiries as needed, and help sort and maintain donated books on the free-book shelf
- Perform other duties as related and assigned

Knowledge and Skills:

- Bachelor's degree preferred; experience and/or education in library studies a plus
- Works well with others
- Comfortable in an academic and faith-based setting
- Basic computer skills; knowledge of databases and electronic library systems preferred

This position is non-exempt, part-time, 20 hours per week. The Charlotte library is typically open **Tuesday through Saturday**. Hours are negotiable and flexible; however, this position may include **evening hours (until 8 pm)** up to three days per week. Additionally, the Library Assistant will be expected to work on the **Saturdays** when students are on campus (on

average, one Saturday per month, September through June, for a total of about 10 Saturdays across the academic year).

Letters of application, including a resume and the names and contact information of three references, should be addressed to Tamora Droppa, Administrative Assistant, William Smith Morton Library, Union Presbyterian Seminary, 3401 Brook Road, Richmond, Virginia 23227, or emailed to Tamora.Droppa@upsem.edu. Review of applications will begin immediately and continue until the position is filled.