



Position Title: Library Assistant

Reports To: Campus Librarian

Major Responsibilities: Act as Library Assistant for the designated campus, and assist the Library Director, and Associate Director in performance of duties, including providing access to library holdings, interacting with instructors and students to promote effective use of the library, assisting in maintaining the campus library catalog, and assisting in performing circulation procedures.

Specific Duties and Responsibilities:

1. Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and the institutional effectiveness process.
2. Responds to communications (e-mail/voice- mail) on a daily basis.
3. Understands and complies with the library procedures and policies manual.
4. Assists the campus librarian in maintaining the catalog.
5. Performs copy cataloging using Florida Group Catalog and Library of Congress data.
6. Helps campus library patrons.
7. Participates in annual inventory of printed and non-printed material
8. Assists the campus librarian in providing library orientation, and instruction in library skills for the faculty and students.
9. Assists in training of student workers.
10. Assists the campus librarian in control of circulation of campus library materials and equipment to students and faculty.
11. Assists the librarian in the recovery of all overdue materials.
12. Assists the campus librarian in processing of new acquisitions.
13. Support and participate in University's Commencement Ceremonies.
14. Participates in the self studies and committees conducted by the University.
15. Performs any special project assigned by the President or immediate supervisor.
16. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you would like to apply for this position online, please click on the hyperlink below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=90748&lang=en_US&source=CC2