



**Position Title:** Library Clerk  
**Reports To:** Campus Librarian  
**Classification:** Non-Exempt  
**WC Code:** 8868  
**Position Type:** Fifth Level Administrator

**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. Performs clerical work such as; typing, photocopying, filing, writing letters and the preparation of Table of Contents.
9. Front Desk Duties: checking ID's, answering the phone, taking messages and instructing students to use the lockers.
10. Controls circulations of library materials and equipment to students and faculty.
11. Supports and participates in the University's Commencement Ceremonies.
12. Participates in the self studies and committees conducted by the University.
13. Performs any special project assigned by the President or immediate supervisor.
14. Performs other duties as assigned.

**Note:** Computer use is limited for school business purpose. Installation and use of communication software is prohibited.

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 are interested in applying for this position, please click on the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en_US&source=CC3)