**Job Description: Library Media Specialist Graduate Assistant**

**Primary Responsibilities: Management of Collection / Library Materials**

* Managing library collection
  + Adhere to established collection development policy
  + Research and order new materials for IRC circulating collection
    - Browse catalogs, award-winning lists, and popular titles
    - Contact Faculty/Staff within EHHS schools and departments for recommendations and materials needed for programs
    - Maintain contact list of department heads
  + Maintain annual budgeting documentation
  + Catalog new materials in Softlink Liberty database using the Dewey Decimal System
    - Apply labels and shelve new materials.
  + Act as liaison for fellow IRC staff while working with students searching collection
    - Be available to answer questions regarding IRC collection and main library
    - Be able to direct fellow IRC employees where to access materials in Liberty and on shelves
  + Weed materials from library collection.
    - Adhere to established weeding process and policy
  + Manage fine and overdue notices.
    - Print records and send email notices to patrons bi-weekly.
    - Maintain fine and overdue spreadsheet in Google drive.
    - Compile list of bursar charges to send to supervisor at the end of every semester.
  + Create original and relevant book displays for within the IRC.
  + Periodically check shelves to ensure that books are in correct order and items are in the correct places.
  + Overlook 2-hour reserve system in filing cabinets.
* Manage filing systems.
  + Patron forms.
  + Current and prior material orders – print and digital
    - Be able to provide invoices for supervisor upon request
  + Fingerprinting/Background check forms
* Manage and supervise undergraduate employees
  + Meet with assigned employees weekly to coordinate tasks and projects
  + Monitor and maintain professionalism and work ethic of undergraduate employees
* Special Projects
  + Prepare and administer one-hour instructional workshop each semester on a tech or education based topic provided or approved by supervisor.
  + Assist with planning, promotion, and implementation of Scholastic Book Fair during fall semester.
    - Create window display to match book fair theme.
    - Create flyers to be hung up and sent to all faculty/staff members.
    - Create email to be sent to whole college, and any other promotional materials.
    - Create staff schedule for week of fair.
    - Assist with set-up and tear down of fair.
    - Purchase books at the fair and with Scholastic dollars the following semester.
* Create Google Spreadsheet to record time log (20 hours per week, 300 hours per semester) and share with supervisor.
* Other duties as assigned.