Job Description: Library Graduate Assistant

- Managing library collection
  - Research and order new materials for IRC circulating collection
    - Continually update annual Library Budget
    - Browse catalogs, award-winning lists, and popular titles
    - Contact faculty/staff within EHHS for recommendations and materials needed for programs (periodically check “Material Request” google form)
    - Maintain contact list of department heads
  - 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 IRC employees to materials in Liberty and on shelves
    - Weed outdated materials from library collection
  - 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 the books are in the correct places

- Manage filing systems
  - New patron forms
  - Current and prior material orders (in GA Binder) – print and digital
  - Fingerprinting/Background check forms
  - 2-hour reserve faculty reserves

- Manage and supervise undergraduate employees
  - Meet with assigned employees weekly to coordinate tasks and projects
  - Monitor and maintain professionalism and work ethic of undergraduates

- Special projects
  - Prepare and administer multiple one-hour instructional workshops each semester on a tech or education based topic provided or approved by supervisor
  - Assist with planning, promotion, and implementation of Scholastic Book Fair in the fall
    - Find somewhere to give book and monetary donations
    - 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 the college, and any other promotional materials
    - Create staff schedule for the week of the fair
    - Assist with set-up and tear down of the fair
    - Purchase books at the fair and with Scholastic dollars the following semester

- Record time log on google spreadsheet shared with supervisor (need 300 hrs/semester)
• Additional responsibilities
  ○ Oversee IDC sheets and create summaries at the end of each semester
    ■ Send a full list of all IDC summaries to supervisor
  ○ Manage EHHS tutors and tutoring schedule
    ■ Run online reports to ensure that tutors’ time is used efficiently
  ○ Manage and participate in the IRC book club
  ○ Manage payment to Shred-It paper-shredding service
  ○ Order necessary materials and supplies from Amazon when needed

• Other duties as assigned

• Required knowledge and skills:
  ○ High level of skill in library collection development and maintenance
    ■ Must keep track of what books are currently in our collection and research books that would be a valuable addition to our library
  ○ Familiarization with the Dewey decimal system
    ■ Must be able to find and catalog books using this system
  ○ Understanding of library management systems, how they operate, what they can be used for, and how they can be used most efficiently (the IRC currently uses Liberty)
  ○ Ability to supervise student employees and delegate appropriate tasks
  ○ High level of skill in customer service and resolution of conflicts
  ○ Good oral and written communication skills
  ○ Experience working within a budget and using excel to keep track of funds
  ○ Knowledge of and experience using various office equipment/technology
    ■ Printers, copiers, scanners, laminators, desktop computers, laptops, iPads, etc.
  ○ Experience using social media and ability to do so for marketing purposes
    ■ Must promote the IRC and its many services to potential patrons by creating well thought-out posts consistently on both Twitter and Instagram