Library Assistant in the Education Resource Center - Part-time (20 hrs./week)

Responsibilities:
- General operation of the Circulation Desk including checking materials in and out; re-shelving materials; answering the telephone; registering new patrons and updating records; recording and processing fines
- Assist patrons in locating materials in the Online Catalog and on the shelves
- Provide technology assistance for computers and audio-visual equipment
- Responsible for opening and closing the center
- Update holdings information and processing new material including copy cataloging of books using online databases
- Supervise undergraduate student workers
- Maintain the public area in clean and orderly fashion by maintaining displays, cleaning computer terminals and other general cleaning and/or organizing tasks
- Perform related duties as assigned
- Available to work evenings and Saturdays as needed

Minimum requirements:
- Able to use multiple software applications including Microsoft Office
- Excellent communication skills in person and via telephone
- Excellent patron relations skills
- Bachelor degree with experience in education desired
- One-year experience dealing with the public
- Previous library experience and cataloging knowledge desired

Special requirements:
- Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records. Often times, the employee must move, shelve and retrieve library materials from high and low settings.

To Apply:
Email a current resume, cover letter, and three references to mcbride@udel.edu
Employment offers will be contingent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.