Position: Circulation and Reserve Assistant (Part-time), Access Services Department, University of Delaware Library, Museums and Press (miscellaneous wage; no benefits)

Deadline: Open until filled

Description: Assist library users at the Circulation and Reserve Desk. Check-in and check-out library materials; answer user inquiries; interpret library policies and procedures; assist with print release stations, scanners, and copiers in public areas. Supervise student employees, including training and assisting with performance management. Serve as primary contact for security concerns or facility problems reported during the evening.

Qualifications: High school diploma or GED and two to three years of related experience. Working knowledge of library records, automated library systems and other specialized library databases, and procedures in specific departmental operations. Demonstrated ability to perform difficult bibliographic searches in a variety of bibliographic databases and the Internet. Experience in using standard computer software programs for word processing, spreadsheets, databases, and Web-based applications. Ability to follow complex instructions, to work independently and to devise solutions to problems. Ability to perform detailed and accurate work. Strong organizational skills. Ability to communicate effectively and interact well with people of all ages and diverse backgrounds. Must be able to lift, with or without assistance, boxes of books and supplies weighing up to 50 lbs., push and pull full book carts weighing 250 lbs., and bend and reach to place books and journals on library shelves ranging from 3” to 90” from the floor. Excellent customer service skills preferred.

Hours: 25 hours per week in the Morris Library during evenings and weekends. The Morris Library is generally open until 9:00 p.m. during Winter Session and until 12:00 midnight during Spring Semester. Specific schedule to be determined.

To Apply: Send cover letter and resume to Derek Dolby, Associate Librarian and Coordinator, Circulation and Reserve Services and Branch Libraries, to ddolby@udel.edu.

Equal Opportunity Employer: The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at www.udel.edu/home/legal-notices/ Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.