

THE GRADUATE THEOLOGICAL UNION

Flora Lamson Hewlett Library
Berkeley, California

POSITION DESCRIPTION

POSITION TITLE CIRCULATION ASSISTANT TEMPORARY, PART-TIME, NON-EXEMPT
DEPARTMENT Circulation RANGE LA I
APPROVED BY _____ DATE _____

PRIMARY POSITION PURPOSE:

Under the supervision of the Senior Library Staff, provides effective, prompt, and courteous circulation services to the GTU community and other Library users.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Assist patrons with: circulation, directional, and information services according to library policies.
2. Access and update patron records using integrated library system (ILS).
3. Access and interpret item records using the ILS and OPAC.
4. Circulate library materials according to best practices; includes locating physical volumes, check-in/out, collecting fines, and reshelving.
5. Answer circulation phone, referring to other departments/units, as appropriate.
6. Assist the public with the use of library equipment including the copier and printer.
7. Supervise and direct student assistants in their daily work.
8. Oversee security of the building at night and on weekends.
9. Perform opening and closing procedures as needed.
10. Other duties as assigned.

QUALIFICATIONS REQUIRED:

The requirements and physical demands listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential, principal duties.

- Prior experience in the circulation department, preferably using Millennium or Sierra.
- Ability to set priorities and work cooperatively with the public
- Excellent oral and written communication skills in English
- Punctual
- Ability to shelve items using the Library of Congress call number system
- Ability to direct the work of student assistants

HOURS OF WORK:

We are looking to fill two shifts immediately:

Friday 11-5

Saturday 10:30-6

Please indicate if you are available for one or both of these. Other hours may also be available.

TO APPLY:

Please send a cover letter explaining your circulation experience, a resume, and three references to Beth Kumar, Reference Librarian, bkumar@gtu.edu