



**JOB TITLE: Library Services Assistant**

**JOB CODE: Hourly**

Department Name: Library Services  
Reports To: Director of Library Services  
Location: Mt. Pleasant and Harrison Campus

EX/NE: Non - Exempt  
Pay: Grade 4, Per ESPA Agreement  
Last Revised: December 2017

**POSITION SUMMARY:**

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

Responsible for providing a learning environment for students, employees, and community members through access to library collections, resources and knowledge; enabling them to achieve their information needs through research and accomplishing learning goals. Responsible for assisting with Library Services and Learning Services on the Harrison and Mt. Pleasant campuses.

**ESSENTIAL JOB FUNCTIONS:**

1. Manages circulation desk including; Library Interns in issuing library cards, student/employee ID cards, answering questions, updating records, and sorting and shelving material.
2. Assists Library Director with cataloging.
3. Assists individuals and groups providing references or specific research, and bibliographic training.
4. Provides training to student classrooms on electronic databases, internet, and electronic library software.
5. Coordinates interlibrary loan services and laptop/Kindle checkout.
6. Oversees scheduling of interns and assigns work duties.
7. Oversees magazine subscriptions.
8. Schedules breakout rooms per requests for each campus.
9. Manages Library Website.
10. Provides assistance to the Director of Library by performing clerical duties and additional directed tasks.
11. Assists with updating policies, handbooks, guidelines and manuals as needed for the library.
12. Actively supports the development and implementation of departmental objectives, policies, procedures and standards; provides feedback on recommended changes to departmental procedures as necessary to improve the efficacy of the department.
13. Conducts data tracking and assists with Library reporting.

14. Supports and serves as a role model for our mission, vision, strategic and service initiatives. Adheres to the organization's policies & procedures, and compliance guidelines.

15. Performs other duties as assigned.

## **BACKGROUND AND JOB REQUIREMENTS:**

### **Knowledge, Skills, Abilities:**

- Strong organizational and time management skills.
- Ability to develop effective relationships with faculty, administrators and students.
- Good communication and problem solving skills.
- Ability to work both as a member of a team, independently, and with minimal supervision.
- Strong customer service skills; ability to listen and resolve complaints in a timely and effective manner.
- Ability to work effectively in a high volume fast paced environment with accuracy.
- Computer skills and previous work experience using several applications to include word processing, creating and manipulating spreadsheets, posting and navigating websites, data entry, library databases.

### **Education, Certification, Licensure:**

- Associate's Degree required.
- Bachelor Degree strongly preferred.
- Degree in Library studies, Office, Clerical or Business related field preferred.
- Library certification preferred.

### **Experience:**

- Two to four years of successful experience in a library required.
- Cataloging and Collection Development preferred.
- Previous work experience in a community college environment preferred.
- Previous experience working with adult students preferred.
- Electronic research database and technology management systems experience required.

## **WORKING ENVIRONMENT:**

- The job responsibilities of this position are performed in an office building environment.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent and team atmosphere. Continuous collaboration with team and supervisor will occur.
- The job requires minimal physical exertion, such as walking, standing, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 25 pounds).
- Minimal discomfort due to heat, dust and noise may occur.
- Work schedule typically is 10:30am – 7:00pm M-TH and 8:00am – 4:30pm on Fri. during the Fall and Winter Semesters. Summer semester is 8:00am – 4:30pm M-F. Work schedules during the full academic year can vary based on student needs.

***Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.***

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_