LIBRARY ASSISTANT II: EVENING RRC LIBRARY ASSISTANT

The Texas State University Round Rock Campus (RRC) Library is seeking a Library Assistant II: Evening RRC Library Assistant. Under the direction of the Library Assistant IV, this position provides circulation and reference assistance to Texas State University patrons and guests at the RRC, assists students, faculty, and staff with a wide variety of library services, and oversees library operations evenings and weekends. Normal work hours and days are 12:30 pm to 10:00 pm Monday - Thursday and 1:00 pm to 7:00 pm Sunday; work hours and days will change during interims to 8:00 am to 5:00 pm Monday – Friday.

RESPONSIBILITIES: Provide research assistance to library patrons in a variety of ways, including but not limited to, in-person, online, via chat, text, and telephone. Perform all duties and services related to circulation including checking in and out library materials using the library’s integrated library system (ILS) or through manual charge as needed. Utilize higher level functions of the ILS related to holds, recalls, lost materials, inventory lists, and other functions as needed. Shelve and retrieve materials from the various RRC Library collections. Shelf read, inventory, and maintain collections. Supervise and train student workers. Assist patrons and staff with common workstation, printing, and other technical issues throughout the library. Communicate effectively using a variety of methods (person to person, email, chat, etc.). Maintain a professional demeanor. Work collaboratively as a team member. Attend and participate in workshops, classes, meetings, and online training activities that augment skills and knowledge. Complete projects, and prepare reports, statistical and otherwise, as assigned.

QUALIFICATIONS:

Required: Analytical skill to discern true information needs of patrons; ability to interpret complex reference resources, policy documents, and other materials in an online or print environment; basic computer and online searching skills; math ability to calculate and interpret statistical charts, graphs, and other calculations; strong oral, written, and interpersonal communication skills; ability to perform successfully under pressure; ability to train and instruct student workers; general organization and time management skills; project management, development, marketing and assessment skills.

Preferred: Customer service experience; familiarity with library operations; knowledge of call number classification systems; knowledge of higher education environment.

SALARY AND BENEFITS: $1,972 - $2,917 monthly, commensurate with qualifications and experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

BACKGROUND CHECK: Employment with Texas State University is contingent upon the outcome of a criminal history background check.

Texas State's 38,661 students choose from 98 bachelor’s, 93 master’s and 14 doctoral degree programs offered by the following colleges: Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College and The Graduate College. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.
The Round Rock Campus offers the junior and senior level classes to complete a bachelor’s degree in 12 programs as well as 16 graduate degrees, post baccalaureate certification and continuing education programs.

Application information:

Apply online at http://jobs.hr.txstate.edu

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.