

STERLING COLLEGE

Job Description Library Assistant Part Time

Reports to: Library Director

Description: Provides support services as assigned by the Library Director.

Responsibilities:

- Position Description:
 - Circulation desk activities
 - Assisting students with research
 - Processing of periodicals
 - Processing faculty reserve items
 - Removal of materials from collection
 - Labeling of materials
 - Supervision of student workers
 - Work two evenings weekly

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Excellent attention to detail
- Accurate data entry
- Competence with Windows Office
- Strong problem-solving, computer and organizational skills
- Knowledge of Dewey Decimal classification

Essential Job Functions:

- Must be able walk up and down stairs.
- Must be able to sit for long periods of time.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to work on a computer and use a 10 key, copier, printer and phone.
- Must be able to push, pull, and lift up to a minimum of 25 pounds
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

Education/Experience:

- B.A. or B.S. degree
- Supervisory experience
- Experience with online research databases