



DIVINE MERCY UNIVERSITY

2001 JEFFERSON DAVIS HIGHWAY SUITE 509, ARLINGTON VA, 22202

Job Description: Library Technical Assistant

DESCRIPTION

This is responsible clerical and technical work involving academic support services in the Mary S. Thelen Library of Divine Mercy University. Work involves responsibility for a variety of technical procedures, copy cataloging, maintaining administrative records and files, and complex clerical and typing work.

QUALIFICATIONS

Required:

- Education: B.A. or B.S. from a regionally accredited college or university;
- Demonstrated knowledge and experience using Microsoft Word, Excel, Access, Powerpoint;
- Experience filing, materials/documents organization;
- Prior customer service and/or work providing services (preferably in an academic setting);
- Demonstrated experience using Internet and/or online database searching; and
- Ability to use and troubleshoot computer hardware/software.

Preferred:

- Two years library-related experience or current graduate student enrolled in an accredited Library Science Program pursuing master's degree in Library Science, or similar degree; and
- Master's degree in counseling, psychology, theology, or philosophy.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Duties and Responsibilities	Est. % Time
Learning Technologies/Resources Support <ul style="list-style-type: none"> • Providing support for the Canvas Learning Management System • Providing support for learning resources which are integrated within the Canvas LMS. • Providing assistance with and managing Zoom accounts for faculty and staff • Providing assistance with electronic setup for classroom use (onsite and online), and equipment for student use. 	45%
Library Support <ul style="list-style-type: none"> • Processing library materials for circulation, fines, etc. • Maintaining the library collections and facility (shelving, shelf reading, re-shelving, etc.) using the Library of Congress Classification system. • Retrieving materials from restricted collections. • Assisting patrons in locating, borrowing, and returning materials; and in using library equipment and resources. • Locating materials/information for patrons using the Integrated Library System, Library of Congress Classification system, the Internet, and other electronic resources 	45%

<ul style="list-style-type: none"> • Preparing and maintaining collection lists, records, and files. • Answering inquiries of a non-professional nature and refers inquiries requiring professional assistance to a librarian. • Collecting and reporting data about patrons as well as library and learning support resource and material usage. • Supervising student assistants 	
Other Duties as Required or Assigned	10%
Total effort	100%

CERTIFICATIONS OR LICENSES: None required

PHYSICAL REQUIREMENTS

- Ability to lift up to 60 pounds, on occasion;
- Ability to pull or push cart weighing more than 100 pounds.

OTHER REQUIREMENTS

- Available to work flexible hours, including weekdays, evenings, and weekends
- Able and available to open and close the library.

REPORTS TO: Library Director

SALARY

Part-time, 20 hours per week, paid hourly.

EXEMPT/NON-EXEMPT: Exempt

EFFECTIVE DATE: November 1, 2018

Please send resume and cover letter via email to Jeffrey Elliott, Director of Library Services, jelliott@divinemercury.edu