

**POSITION: EVENING AND WEEKEND PART TIME LIBRARY ASSISTANT**

**DUTIES AND RESPONSIBILITIES:**

1. Maintains a pleasant and welcoming service desk for users of the Alden Library.
2. Performs necessary circulation desk functions, including checking in and out circulating materials.
3. Renews materials manually and on automated systems.
4. Assists in maintaining patron records.
5. Assists users in the use of library equipment.
6. Refers patrons to the Librarian on duty when necessary for in-depth research assistance.
7. Assists in the maintenance of the local database and the library collection, which may include processing periodicals.
8. Assists in book and serials maintenance – shelves and shifts materials, shelf reads materials, etc.
9. Assists in maintaining the Faculty Reserve collection.
10. Receives training and direction from the full time Evening Library Assistant.
11. Assists in clearing and locking Harrington Learning Center at closing time.
12. Actively supporting the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
13. Working actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
14. Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
15. Providing flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
16. Performing other duties as assigned.