



Position: Night Circulation Assistant
Department: Allara Library

The University of Pikeville in Pikeville, Kentucky is currently seeking a Night Circulation Assistant to provide assistance with the circulation of library materials and perform public service duties for Allara Library.

Responsibilities:

Circulation:

1. Coordinate with the Circulation Supervisor to ensure smooth functioning of the circulation desk.
2. Supervise activities at the circulation desk including, but not limited to, charging and discharging materials, handling overdue fines, adding/removing patrons in the circulation system and handling reserve materials.
3. Perform daily maintenance on copiers, and printers to ensure paper and toner supplies are adequate and machines are functioning properly.
4. Assist Circulation Supervisor with issuing overdue notices, maintaining/editing overdue list.
5. Answer telephone calls, transfer calls, take messages, receive and send faxes.
6. Act as back up to the Serials Technician by receiving and processing daily mail in case of absence.
7. Assist Interlibrary Loan Technician as needed.
8. Open and close the library, as needed.
9. Work weekends as assigned.

Supervision of Student Workers:

1. Coordinate with Circulation Supervisor to ensure that evening student workers are supervised.
2. Assign tasks to student workers and verify completion.
3. Provide input to supervisors concerning student workers job performance.
4. Assist with student worker schedule changes as needed.
5. Train incoming student workers in tasks and assigned duties for assurance of circulation desk understanding and operational capabilities.
6. Assign and oversee daily task-lists and long-term projects to student workers for completion over the course of the academic year.

Collection Maintenance:

1. Coordinate with Circulation Supervisor to maintain high standards for student workers by performing both scheduled and random accuracy checks on their shelving.
2. Search for lost and missing items, verify all overdue items are not on the shelves, and other maintenance as needed.
3. Assist with shelving, shifting, and inventory.
4. Determine disposal methods for discarded and outdated materials.
5. Communicate with Better World Books to order supplies for the removal of discarded books.

- Box, store, and ship discarded books.
6. Assist Cataloguer by processing incoming and discarded books.
 7. Maintain and display books in the New Books section and Popular Books section.

Public Services:

1. Assist students and patrons with copiers, microfilm scanners, and computers.
2. Assist students and patrons with MS Office application including Word, Excel, Publisher, and Access.
3. Provides basic reference service in the absence of a reference librarian.
4. Stay current with changes and upgrades in databases in order to provide basic reference service.
5. Demonstrate good judgement, problem solving skills and communication skills in resolving patron complaints and disputes.
6. Work with the reference librarian on duty to ensure that all library policies and procedures are followed.
7. Trouble shoot computers (Mac and PC) as needed.
8. Assist students with wireless internet connections on their personal devices.

Other:

1. Create fun and interesting displays to promote material circulation and ensure a welcoming and friendly library environment.
2. Communicate with Art Department to share withdrawn and discarded materials for use in student art.

Relationships:

Position requires daily face-to-face contact with faculty, staff, students, and community members in order to disseminate necessary information and coordinate daily operations. These relationships are maintained through e-mail, telephone, and person-to-person contact.

Education/Skill Requirements:

- Bachelor's Degree in a related field is required.
- At least 1-2 years of experience with customer service and basic clerical skills.
- Must have experience working with library office machinery, e.g. computer, printer, copier, fax machine, scanner, barcode scanner, desensitizer/resensitizer.
- Must be familiar with Microsoft Office, particularly Word and Excel.
- Must be familiar with conducting research on the Web.
- Must have experience with basic computer maintenance.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long-term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being

considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.