GRADUATE ASSISTANT POSTING

POSITION TITLE:  
Circulation Services GA - Interlibrary Loan

NUMBER OF POSITIONS/PERCENT:  
1 at 50%, 20 hours per week

TIME PERIOD OF POSITION:  
Fall 2017 with possible renewal for Spring 2018

UNIT:  
Circulation Services, 1st floor

CONTACT PERSON and PHONE:  
Marissa Ellermann, 618-453-1159

GENERAL RESPONSIBILITIES

• Process incoming Interlibrary Loan (ILL) borrowing requests, using relevant software to place and manage requests.
• Conduct online research to verify and correct citations in ILL requests.
• Search library catalogs, including SIUCat, I-Share, Firstsearch/Worldcat, etc.
• Become familiar with the library, including retrieving requested items from the shelves.
• Process ILL requests submitted by SIUC Distance Learners.
• Provide excellent customer service, including assisting student workers at the circulation desk during assigned hours.
• Other duties as assigned.
• Must be willing to work Saturdays.

REQUIRED QUALIFICATIONS:

• Acceptance to SIU Graduate School.
• Experience conducting research, including finding article citations online.
• Must be flexible and able to adapt to changes in workflow or circumstance.
• Must have a strong attention to detail.
• Must be a self-starter who can work at a steady pace with minimal supervision.
• Must be able to work a set, 5-day schedule, including Saturdays.

PREFERRED QUALIFICATIONS:

• Working knowledge of databases currently used at Morris Library.
• Experience working at a library.
• Strong preference for experience working at a university or college library.
• Experience using Voyager Circulation client, Illiad ILL management system, and/or OCLC Resource sharing.

TO APPLY:
Application form available online at www.lib.siu.edu/ga or from Morris Library, Administrative Offices, Rm 290. Submit completed application form and a current resume to Morris Library, Administrative Offices or via Campus Mail to: Morris Library Administrative Office, Mail Code 6632, SIU Carbondale.

DATE OF POSTING:  
May 15, 2017

DEADLINE FOR APPLICATION:  
July 1, 2017 or until filled