GRADUATE ASSISTANT POSTING

POSITION TITLE: Circulation Services GA - Reserves

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 physical Reserves requests for instructors.
- Assist in organizing and maintaining the Reserves collection and recording statistics.
- Provide basic maintenance to our reserves equipment and report issues to appropriate parties.
- Process reserves paperwork and add notes to appropriate accounts.
- Correspond with faculty about requests, as necessary.
- Monitors and resolves daily overdue reserve reports.
- Assist in the material retention letter process.
- Maintain reserves supplies and paperwork used in circulation.
- Provide excellent customer service, including assisting student workers at the circulation desk during assigned hours.

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 and strong communication skills (oral and written).
- 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 Excel, Voyager Circulation client and Cataloging client.
- Experience with laptop use and maintenance, both Dell and Mac.

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