

Job Descriptions: Please check-mark the departments you might like to work for. If choosing more than one, please rank them, 1 being the most preferred.

_____ **Acquisitions:** Responsibilities include data entry and filing. Assist with researching, processing and display of donations. Reasoning skills, attention to detail, excellent communication skills, familiarity with computer programs, internet search functions, and a strong sense of organization and self-motivation are a must. Punctuality and reliability are necessities. Training on Library of Congress and Dewey Decimal organization and Millennium program will be provided. Some medium-to-heavy physical labor is required.

_____ **Administration:** Assist with filing, computer projects, preparing mailings, other office related projects, and recycling. Experience using Microsoft Office (Word, Excel, & PowerPoint) or willingness to learn a requirement. Attention to detail required. Experience with newsletter production preferred, but not required.

_____ **Archives:** Assist in the organization and preservation of historical materials (photographs, documents, books, artifacts). Organizational skills, attention to detail and the ability to lift heavy objects are essential. An appreciation of history is beneficial.

_____ **Cataloging:** Computer copy cataloging, processing of new books and media materials, miscellaneous cataloging duties. Must have good computer skills and be very detail oriented and accurate. No evening or weekend hours are required.

_____ **Circulation:** Assist patrons at the circ desk. Answer questions in person and by phone. Need to be customer service oriented, friendly, helpful and able to handle multiple tasks and with many interruptions. Must be able to follow a set schedule, be punctual and have good attendance. Some evening and weekend hours may be required. Maintain order in the book stacks by shelving, shelf reading, shifting, inventorying materials, and searching for missing items. Attention to detail is essential.

_____ **Circulation Resource Sharing Assistant:** Pulling and preparing and packing materials to be sent to other libraries. Attention to detail and punctuality required.

_____ **Digital Commons:** performs routine duties assisting with locating, digitizing, processing and uploading of scholarly digital collections for public use. A high level of attention to detail is required. Excellent communication and interpersonal skills; dependability; willingness to learn; willingness to use new technologies; experience with Adobe Photoshop, Adobe Acrobat Pro, and computer programming preferred. Computer science majors preferred.

_____ **Government Publications:** Assist with Federal Depository shipments. Check-in, processing and shelving. Must be detail oriented with legible writing.

_____ **Periodicals:** Check-in and process daily magazines and newspapers. Shelf bound and loose periodicals. Organize shelves. Assist patrons with collection and equipment and other miscellaneous assignments.

_____ **Reference:** Assist students with basic research; shelve reference books; enter statistics into Excel; assist with library displays. Understanding of online library resources is important—additional training will be provided. Basic typing/keyboard skills are useful as well as ability to work with Library of Congress call numbers.