Job Posting

**Job Title:** Library Assistant  
**Job Class:** Support Staff  
**Department:** Library  
**Reports to:** Circulation Supervisors  
**FLSA status:** Part-time 20 hrs-wk/non-exempt/12-months

**Shift Hours:** Sunday-Thursday, 6:00pm-10:00pm during the academic term, hours may vary during breaks and holidays as needed.

**To Apply:** Please email an [Otterbein Employment Application](mailto:hr.jobs@otterbein.edu), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit [http://www.otterbein.edu/Careers](http://www.otterbein.edu/Careers)

**SUMMARY:** Responsible for performing the circulation functions necessary to maintain library operations, including archives and digitization projects, by performing the following duties:

**BENEFITS** at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master’s degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein’s forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assists in all evening activities of the circulation desk, including:
- Check-in and check-out of all Library and OhioLink materials,
- Stack maintenance, including shelving, shelf reading, shifting, and searching for missing items,
- Resolution of customer problems and questions,
- Billing and collection of fines and fees,

Provides evening supervision to student assistants and building. Insures that student assistants adhere to library and departmental policies. Motivates student assistants to perform duties effectively, including desk activities and stack maintenance.

Serves as acting librarian and provides general reference assistance in the evenings, while librarians are on-call.

Assists the Archivist in the processing and arrangement of existing materials and incoming donations, with an eye towards digitization whenever possible.

Assists with uploads to the Digital Commons @ Otterbein including data entry to create records for the institutional
repository. May also research copyright information regarding publications and accomplishments of staff/faculty for metadata purposes.

Resolves and/or reports problems encountered during evening shift to team members and library director. Maintains open lines of communication with circulation team, director, and other library employees.

Exercises discretion, judgment, and provides clear guidance to library customers in enforcing library policies and procedures. Responsible for maintaining an appropriate sound level in building. Monitors building and reports security infractions/problems and/or building maintenance issues to appropriate university officials.

Manages and maintains strict confidentiality of all patron and circulation records, including patron records at Otterbein and from all OPAL/OhioLINK consortia members.

Provides sound customer service to Otterbein faculty/staff, students, OPAL/OhioLINK patrons, community members, and Friends of the Library. Assists library patrons with the use of the resources, materials and the facility.

Responsible for closing and securing the building during the May/Summer term and during breaks and holidays as needed.

Participates in library professional development activities. Actively participates in the life of the university as an advocate of the library.

Assists with setting departmental goals, objectives, and the management of projects. Maintains appropriate circulation statistics.

SUPERVISORY RESPONSIBILITIES: May assist with supervising other library departmental student assistants where necessary.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor’s Degree and at least 1 year of library experience required. Academic library experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must demonstrate excellent verbal and written communication skills. Strong interpersonal skills are also required.

MATHEMATICAL SKILLS: Must be competent in general math and able to count change accurately.

TECHNICAL SKILLS: Experience with III Sierra Software preferred. Ability to apply knowledge of library methods and techniques to perform complex duties; ability to meet and serve the public effectively and to assist users with basic informational questions, and ability to supervise others effectively. Must be able to type accurately and have work experience with office PC operations and functions. Must take pride in and be thorough in quality of work produced; must be able to use general office equipment and Microsoft Office software.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must be able to work independently and with frequent interruptions. Must have positive customer service skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to spend prolonged periods of time working on an office PC; able to reach, lift to 20 pounds, travel throughout office to use other office equipment; must be able to hear and make self-heard by co-workers and other constituencies; must be able to see to process work that the position is responsible for completing; must be able to work under deadlines with constant interruptions. Must be able to meet regular and predictable attendance standards.
WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University’s commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130