



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Library Graduate Assistant – Administrative

**Job Class:** Student

**Department:** Library

**Reports to:** Electronic Access/Government Publications Librarian & Public Services Librarian

**FLSA status:** Part-time 20hrs wk/non-exempt/12 months

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1151; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For more information:** Please visit <http://www.otterbein.edu/Careers>

**BENEFITS** of this position include tuition waiver for graduate school studies and \$5,000 additional stipend. To learn more about The Courtright Memorial Library visit <https://www.otterbein.edu/library/>

**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 2,480 undergraduate students in more than 70 majors and 456 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 11 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.

**SUMMARY:** Provides assistance to Periodicals, Government Publications and Reference Departments with functions necessary to maintain library operations by performing the following duties:

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

Staffs the reference desk; uses library resources to assist patrons with research. Assists Public Services Librarian in maintaining statistics—reference questions asked as well as library usage.

Serves as acting librarian for weekend hours (Saturday or Sunday).

Develops marketing material for reference services—including making signs, table tents, or posters.

Assists with the processing of print periodicals, including shelving, removing of expired material, and shelf reading.

Assists with the processing of materials for government publications, particularly the shipments from the Government Printing Office.

Maintains the current government publication collection through shelving, removal of expired material, and shelf reading. Records statistics regarding collection size.

Assists in the maintenance of catalog records for government documents.

Works as a team member of the Government Publications and Reference Departments and participates through cross training with the other staff members when needed.

Assists in library-wide projects, particularly with periodicals materials.

**SUPERVISORY RESPONSIBILITIES:** Other student workers as assigned.

**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:** Undergraduate degree required; must enroll and be admitted into an Otterbein graduate program and make satisfactory academic progress toward degree. Previous experience in a library and or office environment preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**LANGUAGE SKILLS:** Must demonstrate excellent verbal and written communication skills.

**MATHEMATICAL SKILLS:** Must be competent in general math.

**TECHNICAL SKILLS:** Ability to apply knowledge of office functions, library methods and techniques to perform duties. Must take pride in and be thorough in quality of work produced; must be able to use general office equipment and Microsoft Office software. Must possess excellent organizational skills; must possess ability to supervise others; must be accurate in work performed.

**REASONING ABILITY:** Must be discrete and keep confidential information and materials; must possess excellent attention to detail; must be a team player and interact collegially with co-workers and other constituencies.

**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 up 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