Staff Position Posting

Information Desk Associate
(Library Specialist)

Department: Woodruff Health Sciences Center Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

The Emory University Libraries seek an energetic, service-oriented and collaborative professional to serve as a part-time, 25 hours per week Information Desk Associate in the Woodruff Health Sciences Center Library.

University Job Summary Statement

Performs a variety of complex library services and operations requiring a specialized knowledge. May process, verify and change bibliographic information online. Handles requests for borrowing and lending library materials. Performs bibliographic management activities such as searches, checking the series and name authority files, and reviewing cataloging records. Provides research assistance and answers complex research requests. Interprets library policies, handles specialized materials and instructs users in the use of internal and external information resources. Creates permanent machine-readable bibliographic and authority records. Sets-up, operates and maintains audio-visual and television equipment. Searches databases to determine the availability of materials, oversees receipt/check-in of materials, and organizes/prepares materials for binding. May hire, train, supervise and evaluate student or general staff. May monitor and direct workflow in assigned areas. Performs related responsibilities as required.

Library Position Summary

Reporting to the Information Desk Coordinator, Information Desk Associate provides research assistance and reference service at library information desk or service point. Uses specialized knowledge to respond to requests about library’s print and electronic resources, directs users to appropriate subject databases and provides basic instruction in their use, assists in identifying or verifying citations, demonstrates ability to use bibliographic management software. May perform basic circulation transactions or registration of users. Assists with computer workstations and trouble-shoots/reports hardware or software problems. Monitors physical environment and handles building emergencies. Compiles statistics for all transactions. Interprets library polices and exercises judgment in resolving user problems. Performs related duties as assigned.

University Minimum Required Qualifications
A bachelor's degree in a related field. Two years related experience. May require computer skills, special skills or proficiency in a foreign language.

Emory is an Equal Employment Opportunity/Affirmative Action employer. Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any other factor that is prohibited consideration under applicable law.

Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- Ability to maintain a regular work schedule including evenings and week-ends, with some flexibility in rescheduling hours to meet library demands; on time attendance is essential.
- Good interpersonal skills; ability to communicate effectively (verbal and written) and to work cooperatively with other staff; ability to give accurate, precise directions
- Evidence of analytical, organizational, communication, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web; working knowledge of standard computer office applications such as Microsoft Outlook, Word and Excel.
- Good understanding of bibliographic information; background in science or experience in working with scientific information resources.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

Applications/resumes must be submitted online through Emory Careers and looking for job posting #61302BR. Please include a letter of interest along with your resume. For more information, contact Nydia Charles-Huggins at (404) 727-6885, necharl@emory.edu.