

Staff Position Posting

Information Desk Associate (Library Specialist)

Department:	Woodruff Health Sciences Center Library
Salary:	Commensurate with qualifications and experience
Position Availability:	Immediately
Position Details:	PART-TIME; 20-25 hours per week (may include evening and weekend hours)

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.

Library Position Summary

Reporting to the Head of Information Services, the Information Desk Associate provides basic reference assistance at the library information desk or service point. The Information Desk Associate uses specialized knowledge to respond to requests about the library's print and electronic resources, direct users to appropriate subject databases and provide basic instruction in their use. Assists in identifying or verifying citations and assists users with bibliographic management software. Performs circulation transactions and registration of users. Assists with computer workstations and troubleshoots and reports hardware or software problems. Monitors the physical environment and may manage library safety procedures. Compiles statistics for all transactions. Interprets library policies and exercises judgment in resolving user problems. Performs related duties as assigned.

University Job Description

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.

University Minimum Required Qualifications

Bachelor's degree in a related field and two years of related work experience OR equivalent combination of experience, education, and training. Positions in this classification may require computer skills, proficiency in a foreign language, or other special skills.

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 weekends, 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.
- Excellent time management skills and demonstrated ability to meet deadlines and follow through on tasks with minimal direction.
- Demonstrated proficiency with personal computers and software; working knowledge of standard computer office applications such as Microsoft Outlook, Word and Excel.
- Good understanding of bibliographic information.
- 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 a fast-paced, forward-thinking research institution and to respond effectively to changing needs and priorities.
- Ability to perform moderately heavy physical work; lift up to 20 pounds and push shelving cart
- Ability to stand, walk, climb, stoop, kneel, bend while re-shelving or retrieving materials.

Applications/resumes must be submitted online through [Emory Careers](#) and looking for job posting #74801BR. **Please include a letter of interest along with your resume.** For more information, contact Nydia Charles-Huggins at (404) 727-6885, necharl@emory.edu.