Library Specialist

Department: Library Service Desk, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

Reporting to the Access Services Team Leader, the Library Service Desk Specialist - Evening/Weekend (LSDS) is a staff position in Robert W. Woodruff Library. The LSDS Overseas the evening and weekend operations of the Library Service Desk (LSD), the main service point for circulation, Learning Commons (public computing), reference assistance, and is back-up support for the Music & Media Library service desk. The LSDS works closely with the LSD Team with a focus on circulation and reference services. This includes providing exemplary customer services to patrons, including circulation, learning commons assistance and reference, including chat and email virtual reference services. The LSDS contributes and helps maintain LSD documentation and internal communications, handles student scheduling and training and provides public services.

The LSDS is required to work as 12p-8p, Tues – Saturday schedule with changes during academic intercessions.

University Job Description
Perform 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/prepare 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.

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.
Preferred Qualifications

Working knowledge of integrated library systems such as Alma or similar systems.

Application Procedures

Interested candidates should review the applications requirements and apply online at https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=647366_5043

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

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