



## Library Assistant Portland Campus

**Hours:** This is a part-time position 10-14 hours/week, varying with the academic class calendar. Hours will usually include early evenings and Saturdays

**Accountability/ Relationships:** Director of Library and Information Services

**Purpose:** Provide support for the Library Staff. This general support includes answering phones, handling checkouts, greeting library patrons, doing the courier run to Warner, and other dimensions of library customer service.

### Essential Functions:

- Manage the circulation desk when other staff are not present.
- Perform circulation activities, such as checking books in and out, renewing materials, charging fines, etc.
- Arrange and shelve books, periodicals, and audiovisual materials.
- Close and/or open the library.
- Assist patrons via phone or in person with general issues (like using the copier) and answer basic research questions.
- Other duties and projects may be assigned by the library staff.
- Must be willing and able to drive to Warner Pacific 3-5 times per week to pick up and deliver interlibrary loan items. Valid driver's license is required. Use of a personal vehicle will usually be required, which is eligible for mileage reimbursement.

### Qualifications:

- A B.A. degree is required.
- Valid driver's license is required.
- Some library experience is preferred.
- Some experience with computers, photocopiers is preferred.
- Some typing skills are preferred.
- Must be people-oriented, friendly, service-oriented, responsible and flexible about being interrupted by patrons.
- Must be detail-oriented, organized, and conscientious.
- Must be a self-starter and team-worker, but able to work without supervision.
- Able to carry up to 25 lbs. up and down stairs.
- Maintain Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.