POSITION VACANCY ANNOUNCEMENT

POSITION: Program Assistant

SALARY: Anticipated starting salary is $12.50/hrly. Actual starting salary commensurate with applicant’s skills, knowledge and abilities.

REQUISITION #: 0701224

DEADLINE DATE: January 12, 2007

JOB SUMMARY:
The George A. Smathers Libraries Administrative Office is recruiting for the position of Program Assistant. This position is one of three staff members in the George A. Smathers Libraries Administrative Suite. The primary purpose of this position is to provide administrative, computer liaison, statistical and secretarial/clerical support for the Director for Collections, Director for Public Services, Director for Support Services, Director for Technology Services, as well as the Director of University Libraries as needed.

RESPONSIBILITIES:
• Assumes responsibility for the appropriate section of the library Web pages, including editing, updating, and adding content as required.
• Assists with the collection, collation, and management of the library’s statistics program.
• Records, formats, and distributes meeting minutes as requested by the directors.
• Serves as departmental Systems Liaison, providing hardware and software support for Departmental computers as well as PDAs.
• Answers and distributes telephone calls, receives and distributes mail, composes and types routine office correspondences and items requiring action, makes copies, files and provides other general office duties as required. Updates and maintains distribution lists for routing to appropriate Library departments. Updates Public Services handouts on an as needed basis. Processes travel authorizations and travel expense reports on an as needed basis.
• In coordination with Executive Secretary develops and maintains Procedures Guidebook for all job functions.
• Participates in staff development training activities as required to broaden and improve skills and to become familiar with technological innovations within the libraries.

The Foundation for The Gator Nation
An Equal Opportunity Institution
QUALIFICATIONS:

Minimum qualifications:
A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Preferred Qualifications:

• Ability to type letters, memoranda, reports, standard office forms in correct format.
• Ability to compose office correspondence.
• Knowledge of techniques for using automated equipment (including desktop computers, laptop computers, fax machines, copiers, scanners, PDAs) and major software packages, e.g., word processing, desktop publishing, web page software, graphics and spreadsheet applications, electronic mail, etc.
• Ability to maintain confidentiality regarding sensitive matters.
• Knowledge of techniques for interacting effectively in person and on the telephone.
• Knowledge of correct spelling, punctuation, grammar usage, and business math.