POSITION VACANCY ANNOUNCEMENT

POSITION: Library Assistant 3 – Marston Science Library

SALARY: Anticipated starting salary is $13.24 hourly. Actual starting salary commensurate with applicant’s skills, knowledge and abilities.

REQUISITION #: 0802195

DEADLINE DATE: June 25, 2009

The University of Florida George A. Smathers Libraries is recruiting for the position of Library Assistant 3. This position works in the Marston Science Library and there are two major components to the job duties. The first component is the role of night supervisor which oversees circulation until closing Tuesday through Saturday. The Library Assistant 3 is the sole staff member in the late evening hours so is responsible for supervising student assistants and responding to any building issues. The second major component is overseeing the Marston Science Library course reserves service. The Marston Science Library has a significant amount of course reserves that are not available electronically and this position works with the course professor, processes the items and troubleshoots issues that arise. The standard working hours for this position are 4:00pm – 1:00am Tuesday through Thursday, 1:00pm-10:00pm Friday, and 10:00am – 6:00pm on Saturday. Hours vary during the semester breaks and the summer semester when the library closes earlier.

The duties of this position include:

• Provides assistance at the MSL Service Desk. This involves extensive public contact and includes: checking in and out of monographs, course reserve materials, periodicals, etc.; assisting in training and supervision of student assistants at the desk; answering the telephone; and other related duties. This position is responsible for the building on Saturdays and late evenings. Answers directional and routine patron questions and handles complaints and suggestions, referring patrons to Reference and other units when appropriate. As a desk assistant, this person must interact pleasantly with library users at all times in the performance of job duties.

• Processes hard copy course reserve material. This requires close attention to detail and involves retrieving items needed from MSL and other branches, changing existing records, creating provisional catalog records for personal items, and maintaining accurate records of each course’s materials. Acts as primary contact for faculty regarding Ares and course reserves accounts, maintaining correspondence with them regarding the status of their reserve requests.
• Serves as liaison to the security personnel assigned to MSL and communicates necessary building information/issues that arise during evening and weekend shifts to MSL staff.
• Assists in processing trace and hold requests for items needed by patrons. This includes searching the library catalog, checking the shelves, and updating records.
• Participates in special projects and performs other duties as assigned.
• Participates in staff development and training opportunities.

Minimum qualifications:
High school diploma or GED and 4 years of library or related clerical/customer service experience; OR, bachelors degree and one year of library or related clerical/customer service experience; OR, any equivalent combination of experience, training and/or education.

Preferred Qualifications:
• Experience in an academic library
• Ability to interact effectively with the public in a sometimes stressful public service environment (strong communication and interpersonal skills, etc.).
• Must be able to communicate effectively via email, phone and in person.
• Ability to use a computer (for email, searching the internet, keyboard skills, basic windows skills, etc.) and peripheral equipment (scanner, fax, printer, etc).
• Ability to work independently and adapt to changing priorities.
• Knowledge of library policies and procedures extremely helpful.

THE UNIVERSITY OF FLORIDA
The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of approximately 50,000. UF is Florida's largest university, the nation's fourth-largest, and traces its beginnings to a small seminary in 1853. Since 1985, UF has been a member of the Association of American Universities, the prestigious higher-education organization comprised of the top 62 public and private institutions in North America. UF is home to 16 colleges and more than 150 research centers and institutes. The University offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The University of Florida Libraries are members of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

The Marston Science Library, named for Robert Q. Marston, the seventh president of the University of Florida, houses collections in agriculture, life sciences, engineering, physical sciences, mathematics and earth sciences. The Government Documents Department which includes the Map and Imagery Library is also located in MSL.

BENEFITS:
Twenty-six vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

APPLICATION PROCESS:
If you are interested in this position please apply online at http://jobs.ufl.edu referring to requisition number 0802195.

For further details about this position please contact Tina L. Pruitt at (352)273-2595.