

Position Vacancy  
Part Time

POSITION: Circulation Assistant  
GRADE: 23  
DEPARTMENT: Library  
POSITION REPORTS TO: Circulation Supervisor  
SCHEDULE: Friday 11am-7pm, Saturday 10:30am-5pm, and  
Sunday 10:30am-7pm  
Other hours as needed

**JOB FUNCTION:** The Circulation Assistant assists the Circulation Supervisor with the circulation and stack maintenance of the Library's collection. In the absence of other supervisory personnel, assumes responsibility for the routine operations of the Circulation Department and the oversight of the Library building.

**ESSENTIAL FUNCTIONS:**

1. Communicates information to library personnel.
2. Assists patrons in the use of the library and the location of library materials.
3. Operates integrated library system.
4. Monitors and updates due date cards.
5. Informs patrons of overdue materials, fines, or other special messages.
6. Opens and closes library.
7. Calls security or consults with appropriate library personnel about unusual situations in the library.
8. Completes routine Circulation tasks including but not limited to collecting misplaced materials, assisting with statistics, stack maintenance etc.
9. Checks library holdings and prepares order cards for acquisition.
10. Maintains periodicals.
11. Prepares new books and other materials for circulation.
12. Answers phones, responds to patron inquiries, takes messages, and transfers calls.
13. Performs other duties as assigned.

**REQUIRED SKILLS, EXPERIENCE AND TRAINING:**

Must have excellent communication and customer service skills. Possess the ability to work comfortably with the public. Ability to interpret and explain policy, make

observations and provide feedback. Ability to perform clerical tasks and reconcile a cash drawer. Possess decision making abilities be adaptable. Library experience preferred.

**WORKING CONDITIONS:**

Ability to stand, sit, stoop and reach for long periods of time. Ability to bend and lift up to 20-25 lbs. on a regular basis. Typical office environment.

CirAsstLibPT2018

**Interested candidates please submit resume and cover letter [hrjobs@kings.edu](mailto:hrjobs@kings.edu).**