



## LABI COLLEGE JOB DESCRIPTION

**Title:** Library Aide

**Hours:** PART-TIME (Needed Hours as Required Per Semester, Maximum 20 hours).

### **EXPECTATIONS FOR THIS POSITION:**

Library Aide (PART-TIME) assists the Head Librarian and library patrons in the effective use of library collections, and facilities, and provides clerical support. Aide keeps the book stacks organized by shelving books according to the Dewey Decimal System and the Library of Congress Catalog System, making notes of missing and damaged books, and overseeing the reserved books for the semester. Aide also manages the circulation desk to check out books/resources to students and process payments. Aide will also participate in the Writing Center by coordinating appointments and providing writing/research assistance to students.

### **LIBRARY AIDE DUTIES AND RESPONSIBILITIES:**

- Follows instructions and training from the Head Librarian.
- Listens to the students who need their help, answers their questions clearly, and teaches them how to use the resources.
- Loans library materials to students and collects the returned materials.
- Catalogs and maintains the library materials and database.
- Uses library software to help students research or look for material, as well as maintain the library's database.
- Organizes and reshelves returned items.
- Processes payments for copies and fines.
- Performs routine tasks such as answering phone calls and emails.
- Helps plan and participate in library workshops.
- Coordinates Writing Center appointments and activities.
- Maintains library facility clean, tidy, and free of any hazards.
- Opens the library and checks and maintains all equipment for daily use.
- Keeps the library secure by following proper closing protocol calls.
- Helps with accreditation reports and tasks as needed.
- Helps with college activities and events as assigned by the supervisor and/or President.

### **LIBRARY AIDE SKILLS AND QUALIFICATIONS:**

- Aide will come in contact with students on a regular basis; interpersonal skills are very important.
- Desire to meet and serve the library's users and college community.
- Demonstrated knowledge of library materials and resources.
- Christian worldview– Approaches people, problems, and situations with a Christian perspective and biblical frame of reference.
- Displays passion and optimism; Inspires respect and trust.
- Effective Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Ability to exercise initiative and independent judgment.
- Knowledge of computers, the internet, and commercially available library software.
- Knowledge of the philosophy and techniques of library service.
- Ability to organize job duties and work independently: Prioritizes and plans work duties; Uses time efficiently.
- Ability to communicate both orally and in writing—Spanish and English preferred.
- Positive attitude toward library users with special needs.
- Accuracy and skill in typing.

### **EDUCATION/EXPERIENCE:**

High School graduate; library job experience is preferred. Must have strong interpersonal skills. Must have a capacity for high-volume and detail-oriented work. Holds personal theological beliefs that are in agreement with the LABI Statement of Faith. Maintain a lifestyle consistent with sound Christian principles and standards of conduct promulgated by the institution.