Position: Night Circulation Assistant (Part-Time)
Department: Allara Library

The University of Pikeville is actively seeking a part-time Night Circulation Assistant to provide assistance with the circulation of library materials and perform public service duties for Allara Library.

Responsibilities:

Circulation:
1. Coordinate with the Night Circulation Supervisor to ensure smooth functioning of the circulation desk.
2. Supervise activities at the circulation desk including, but not limited to, charging and discharging materials, handling overdue fines, adding/removing patrons in the circulation system as needed, and handling reserve materials.
3. Perform daily maintenance on copiers and printers to ensure paper and toner supplies are adequate and machines function properly.
4. Answer telephone calls, transfer calls, take messages, and receive and send faxes.
5. Open and close the library as needed.

Collection Maintenance:
1. Search for lost and missing items, verify all overdue items are not on the shelves, and other maintenance as needed.
2. Assist with shelving and shifting.
3. Assist Cataloguer by placing protective coverings on book jackets and adding/removing required library tags and stickers.

Public Services:
1. Assist students and patrons with copiers, microfilm scanners, and computers.
2. Assist students and patrons with MS Office application including Word, Excel, Publisher, and Access.
3. Demonstrate good judgement, problem solving skills, and communication skills in resolving patron complaints and disputes.
4. Work with the Librarian on duty to ensure that all library policies and procedures are followed.
5. Troubleshoot computers (Mac and PC) as needed.
6. Assist students with wireless internet connection on their personal devices.

Other:
1. Coordinate with Night Circulation Supervisor to ensure that evening student workers are supervised.
2. Additional duties as assigned.

Relationships:
Position requires daily face-to-face contact with faculty, staff, students, and community members in order to disseminate necessary information and coordinate daily operations. These relationships are maintained through e-mail, telephone, and person-to-person contact.

Education/Skill Requirements:
- Bachelor's Degree in a related field is required.
- At least 1-2 years of experience with customer service and basic clerical skills
- Must have experience working with library office machinery, e.g. computer, printer, copier, fax machine, scanner, barcode scanner.
- Familiarity with Microsoft Office, particularly Word and Excel, is preferred.
- Familiarity with conducting research on the Web.
- Experience with basic computer maintenance.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE also offers a generous holiday schedule.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit http://www.upike.edu. Interested applicants should complete the online application by visiting https://www.upike.edu/offices/human-resources/careers/. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.