

WARREN WILSON COLLEGE

Job Description

POSITION TITLE: Serials and Resource Sharing Technical Assistant (full-time, 12 month position)

DEPARTMENT: Library

REPORTS TO: Instruction & Resource Sharing Librarian
User Services & Electronic Resources Librarian

POSITION SUMMARY:

The technical assistant divides his/her time between serials and resource sharing activities.

SPECIFIC RESPONSIBILITIES:

Serials

1. Instructs, supervises and evaluates student workers in the following tasks:
 - Receive and process all library mail;
 - Prepare and process incoming journals, newsletters, and newspapers;
 - Shelve materials and maintain current and bound periodical stacks;
 - Record the journal titles circulation usage for annual statistics report;
 - Process deselected, discarded and/or withdrawn periodicals;
 - Shift and inventory periodicals stacks, as necessary.
2. Performs all functions necessary to manage the library's serials subscriptions, including the following:
 - Check in all journals using the III Millennium Serials module;
 - Claim lost, missing, or damaged issues;
 - Process serials invoices;
 - Prepare journal review documents for academic programs undergoing review;
 - Update serials holdings lists regularly;
 - Prepare statistical and financial reports of serials usage and budget, as needed;
 - Acknowledge requests for new serials titles, prepare documentation for the selection review process, and notify the requestor of the library's decision;
 - Prepare journals for binding;
 - Manage subscriptions of online serials;
 - Work with the appropriate maintenance contract providers to keep the microformat reading/printing equipment in good working condition and assist users in its operation;
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Resource Sharing

1. Assists with interlibrary loan borrowing and lending, as assigned;
2. Supervises student crew in the resource sharing operation, as assigned.

General

1. Tallies copier use;
2. Opens and/or closes the library when the Circulation/Crew Supervisor is not available.
3. Performs other duties, as needed;

WORKING CONDITIONS:

Able to move throughout the library, maneuver a book truck, lift up to 25 lbs., and handle older, dusty, moldy materials as the job requires.

QUALIFICATIONS:

Required

Bachelor's degree;
Experience with automated systems in a work environment and general computer applications, including word processing and spreadsheets;
Some knowledge of Internet technologies;
Good oral and written communication skills;
Strong organizational skills with ability to pay attention to detail;
Strong interpersonal skills;
Ability to perform multiple tasks and cooperate in a flexible team environment.

Preferred

Experience with serials or resource-sharing functions;
Experience with electronic serials and document delivery.
Work experience in a library, especially in a college or university;
Experience training and supervising other workers;

Last updated: December 8, 2008