

**Position Description**

**Title**: Circulation Assistant,

Public Services, Library

(Part-time, up to 19 hours per week, evenings and weekends as needed, schedule subject to change)

**Status:** Non-exempt staff

**Purpose**: Performs a variety of essential library Circulation operations, oversees the work of student employees and has responsibility for particular projects

**Supervision:** Reports to the Head of Circulation

**Responsibilities:**

* Supervises the work of graduate students.
* Assists with the routine activities of Circulation operations including, but not limited to:
  + Checking in, checking out, and renewing materials for patrons
  + Issuing library cards and updating patron records
  + Monitoring departmental email inbox for questions and recall requests
  + Answering general questions in person and over the phone
  + Technical tasks such as scanning, troubleshooting and clearing jams from copiers, replacing toner cartridges
  + May assist with shelving books
  + Maintaining and ordering Circulation supplies
* Performs interlibrary loan support. Manages incoming and outgoing requests. Supervises the gathering, scanning, and mailing of materials.
* Assists with course reserves, with responsibility for processing physical items and scanning e-reserves.
* Manages the process of searching for, and reporting of, missing and lost books.
* Assists with inventory and other collection-related projects, including responsibility for shelf reading, identifying books that lack barcodes or item records, and library system data cleanup.
* Performs other duties as assigned.

**Qualification**s:

* Previous work experience in a library, preferably in public services.
* Excellent interpersonal skills and the ability to work under the pressure of regular contact with the public. Ability to adapt to changing needs, including learning new systems and workflows, particularly when deadlines are at hand.
* Experience supervising students.
* Knowledge of Library of Congress classification system. Experience with Microsoft Office and integrated library systems.
* Excellent organizational skills and ability to pay close attention to detail.
* Ability to work both independently and collaboratively in the context of a small, collegial team in a changing environment. Demonstrated flexibility, openness to innovation, as well as a commitment to continuous learning and a user-centered perspective.
* Ability to lift weight up to 40 lbs., to push heavily loaded book trucks, to use stepladders for access to upper shelves in library stacks, and the ability to work on one’s feet for extended periods of time.

***Princeton Theological Seminary reserves the right to amend this position description at any time.***

2020 August 27

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