**Library Assistant 1**

Library Assistant 1, under direct supervision of library employees, helps run the library’s day-to-day operations. This position helps librarians organize library resources and makes them available to users, as well as lending and collecting books, periodicals, videotapes, and other materials. Some Library Assistant 1 positions are front-line, public service positions. Other Library Assistant 1 positions could involve more technical work with minimal public interaction. Please contact the hiring manager with any questions. Duties may include, but are not limited to the following:

* Assisting in maintenance of library materials.
* Gathering unused library materials throughout the library.
* Retrieving materials and assisting with customer material requests.
* Checking in and checking out library materials and equipment.
* Providing professional, effective customer service including assisting customers with general/basic reference questions, answering the phone, and responding to basic customer informational and directional questions.
* Performing first-level catalog searching.
* Processing group study room reservations.
* Providing first-line security monitoring and reporting; following all safety and security procedures.
* Assisting with processing shipments.
* Performing light cleaning duties.
* Assisting customers with trouble-shooting low-level computer software problems.
* Performing building-wide head counts.
* Processing library materials for public use.
* Scanning and digitizing materials.
* Assisting with collection maintenance and other library projects.
* Assisting with library signage, displays, and other programming initiatives.
* Performing inventory of library collections.
* Performing other related duties as assigned or required.

This position will report to *insert position* in the Library.

This position will work a maximum of 19 hours per week based on availability. Depending on the time of year, the Library may operate 7 days a week, and some shifts begin as early as 7 a.m. or end as late as midnight. Other work shifts are Monday-Friday between 8 a.m. and 5 p.m.

Required Qualifications:

Applicants must have excellent customer service and people skills.

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population via phone, in person, or electronic communications.

This position requires frequent standing (can accommodate wheelchair with concessions), requires occasional lifting up to 25 pounds. Position may include infrequent and occasional lifting of up to 45 pounds and may require the successful applicant to successfully complete the EWU safe lifting training course upon hire.

Applicants must have good computer skills with the ability to type or keyboard and to prepare documents.

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must demonstrate careful attention to detail.

Applicant must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicant must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**