**Library Assistant 2**

Library Assistant 2, under general supervision of library employees, helps run the library’s day-to-day operations. This position helps librarians organize library resources and make them available to users, as well as lending and collecting books, periodicals, videotapes, and other materials. Some Library Assistant 2 positions are front-line, public service positions. Other Library Assistant 2 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 and 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.
* Shelving and maintaining collections with different and/or more complex filing schemes.
* Assisting with morning openings and night closings.
* Assisting customers with the use of printers, copiers and scanners.
* Assisting with in-depth lost/missing material searches.
* Preparing and monitoring instruction equipment and spaces.
* Performing other related duties as assigned or required.

This position will report to *insert position* in the JFK 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 complete the EWU Safe Lifting 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.

Applicants must be able to work independently with general supervision and oversight.

Applicants 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.

Applicants 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.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range B**

\*\*Require occasional lifting up to 25 pounds\*\*

\*\*Could require occasional lifting up to 45 pounds

\*\*Frequent standing (can accommodate wheelchair w/concessions)