



## Public Services Library Assistant

This part-time position maintains library operations during the evening and on weekends. Incumbent must be mature, dependable, able to work independently, and have good customer service skills. Incumbent will be assisting students, faculty, and staff, both in person and on the phone. This position staffs the evening and weekend hours, so scheduling flexibility and ability to work nights and weekends a must. Will work approximately 15 – 22 hours per week. This position reports to the Director of Library and Media Services.

### Responsibilities:

- Staffing the public services desk; helping patrons locate materials;
- Charging and discharging materials using the library's web-based circulation system;
- Monitoring the library;
- Assisting patrons with database searches;
- Answering reference and basic directional questions;
- Assisting in maintenance of the print collection (books and periodicals) in an orderly manner that provides access;
- Supervising student workers;
- Routine maintenance.

### Qualifications:

- Pursuit of the MLS required or must have earned a Masters degree in Library Science and Information Studies;
- Knowledge of online systems and developing technologies
- Ability to assist patrons in the use of electronic information resources to locate information;
- Ability to guide and assist users in bibliographic and online searches;
- Strong public services orientation and customer service attitude;
- Ability to evaluate the information needs of library users and correctly answer or refer questions to the appropriate persons;
- Working knowledge of the Library of Congress Classification System;
- Ability to work independently.

**Salary:** \$12/hour

**Application Procedure:** Candidates should submit a letter of interest establishing qualifications for the position, a current resume, transcripts, and an HT application. HT applications can be found at <http://htu.edu/offices/human-resources>. This position is open until filled. Forward application packets to: [humanresources@htu.edu](mailto:humanresources@htu.edu) or by mail to Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795. To ensure receipt of your application, please send it with a read receipt requested if emailed, or with a signature request if mailed. Applicants will be contacted as appropriate.