



Position Title: Part-Time Instructional Assistant II, Learning Resources
Reports To: Campus Director
Department: Learning Resources
Prepared By/Date: Donna French/06-16-2011
Approved By/Date: Isabel Hernandez/07-05-2011
Revised:

Job Code: 8379
Job Group: Class-R
Salary Grade: W6
FLSA Status: Non-Exempt

Summary:

This position participates in daily student services at the library and other areas of Learning Resources. Directly assists with logistics related to Learning Resources instructional and curriculum related activities.

Essential Duties and Responsibilities:

- Assists circulation desk supervisor with interlibrary loan services
- Provides shelving of library materials
- Assists other instructional staff in the planning and organizing of materials for learning activities by making copies and obtaining supplies
- Answers routine questions and refers students to appropriate professional services within Learning Resources
- Assists in the development of student workshops, and any other educational activity for the library
- Provides follow-up with interlibrary loan requests and scheduled activities
- Assists and coordinates staff schedules and coverage of circulation desk area
- Assures proper functioning of equipment prior to loaning
- Assists in the development of outreach activities to promote Learning Resources and services
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Office Suite programs such as Excel, Word, and PowerPoint
- Possesses analytical and critical thinking skills
- Ability to display initiative while working under minimal supervision
- Ability to speak effectively before groups of students or employees of organization
- Ability to maintain effective interpersonal relations with students, faculty, and administration
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is frequently required to walk, sit, and bend forward.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates degree from a regionally accredited institution and two (2) years of library experience, or any combination of education and work experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name