ABOUT THE LIBRARY:
The collections at the L. Douglas Wilder Library and Learning Resource Center include over 170,000 volumes, 256 periodical subscriptions, and a wide variety of electronic resources. The library strives to provide users with a learning environment that enhances each user’s understanding of the research process. The library facilitates lifelong learning by enabling users, especially students, to gain the knowledge and the tools necessary for education in and out of the classroom.

JOB SUMMARY:
Under the supervision of the Electronic Resources/ Serials Librarian and/or the Library Director, the Serials Library Assistant is responsible for receiving, processing, maintaining and updating the bibliographic records for serial publications in all formats in the online library system. Additional duties include strong interpersonal, computer, clerical and organizational skills.

SERIALS RESPONSIBILITIES:
- Works cooperatively with others and accepts direction from supervisors;
- Enters newly arrived periodicals and newspapers into the online library system;
- Enters microform materials into the online system;
- Assists in materials processing;
- Shelves newly checked-in periodicals as needed;
- Creates, edits, maintains, and updates online records of serial holdings;
- Sorts incoming mail and distributes to appropriate departments;
- Prepares periodicals for shipment to bindery when directed;
- Assigns tasks to student workers;
- Participates in short and long term projects for serials, including acquiring, processing, classifying and housing serials.

Other Responsibilities
- Opens library on weekdays and weekends as directed and assigned;
- Provides basic direction, information, and research assistance to students, faculty and patrons;
- Shelves materials and reads shelves for inventory as assigned;
- Staffs the Circulation Desk and checks in/out library materials;
- Staffs other Public Services Desks or Computer Lab as assigned;
- Communicates with patrons via telephone and face-to-face interactions;
- Troubleshoots basic computer hardware and software issues;
- Assists in maintaining the appearance of the library, monitors patron use of the library and reports issues (i.e. leaks, broken equipment, etc.) to the Librarian on Duty, Library Director or Administrative Assistant;
- Other duties as assigned by Library Director, Library Administrative Assistant or Librarians.
REQUIREMENTS:
- Able to demonstrate strong patron service orientation and interpersonal skills necessary to establish and maintain good working relationships with library staff and patrons.
- Ability to operate computers, telephone, fax, printers and other library technology.
- Basic knowledge of Microsoft Office and internet search techniques.
- Ability to work effectively with all levels of staff, faculty, and students in a culturally diverse environment.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:
- High school diploma or GED. (required)
- Two years direct customer service work experience. (preferred)
- Two years of experience working in a library setting. (preferred)

WORK ENVIRONMENT:
- This is a full-time position with regularly scheduled hours each week.
- Must be willing to work a schedule which will include weekends.

PHYSICAL DEMANDS:
- Must possess ability to stand, squat, stoop, stretch, lift, carry, shelve and retrieve books and materials (generally not exceeding 50 lbs.) from shelves and storage locations. Must be able to push a book truck weighing up to 100 lbs.
- Must possess the ability to read routine documents and a computer screen.
- Must possess the ability to communicate effectively with the public both in person and over the telephone.

SALARY:
To commensurate with Education and Experience

How to Apply:
For qualified applicants, the application packet should contain a letter of interest, resume, and a list of three professional references, along with contact information. The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial, and ethnic communities and compliance with the Americans with Disabilities Act. It is expected that successful candidates share in this commitment.

Persons who need reasonable accommodation under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 804-257-5841.