

I. DEPARTMENT: Research and Instructional Services

II. POSITION: Research and Instructional Services Assistant

III. CLASSIFICATION: Library Assistant II

IV. NAME OF INCUMBENT: Vacant

V. POSITION NO.: 1501

VI. JOB PURPOSE:

One of several members of the team of faculty and staff in the Research and Instructional Services (RIS) Department responsible for providing direct user assistance to those using the collections and services of the University Libraries. The person in this position provides general guidance and assistance in person, by telephone, and/or online. S/he assists library users in finding, using, evaluating, and interpreting information. S/he is also cross-trained in the full range of services provided by the department including tasks/special projects in the Government Publications and Instructional Services sections of the department.

VII. DUTIES AND RESPONSIBILITIES

A. Provides direct user assistance at the Research and Information Services (RIS) desk as scheduled.

- a. Participates in staffing the RIS Service Desk as scheduled including evenings and some weekends for approximately 20 hours per week.
- b. Assists library users with searching print and online resources, including the online catalog, micro-formats, and electronic resources.
- c. Conducts reference interviews in person, on the telephone, and through available online means to accurately assess user needs.
- d. Devises search strategies to enable users to find needed information.
- e. Assists library users with locating books, periodicals, microform, and other materials in the collections.
- f. Instructs library users in the use of printers/scanners, microform readers, copy machines, or other devices in use in the library.
- g. Refers library users to other library departments or other information resources as appropriate to meet information needs (e.g. Circulation, InterLibrary Loan, Government Publications, WorldCat).
- h. Maintains high level of awareness of new information resources including databases and web resources.
- i. Assists library users in learning about library resources and services for independent use and research by providing informal instruction in the use of such resources.
- j. Interprets and assures the implementation of official University Libraries policies with an awareness of current issues relating to RIS Desk policies and procedures.

- B. Participates in fulfilling the full range of duties and responsibilities that contribute to the continuity and success of the RIS Department.
 - a. Receives cross training in key tasks in all functional areas of the department in order to be able to fill in for other staff during absences or other times, as needed.
 - b. Maintains the Reference Collection display which promotes University Libraries' programs, services, and new resources.
 - c. Orders supplies and maintains the supply inventory for the Research and Instructional Services Department.
 - d. Participates in department-wide projects and activities, as needed.
- C. Participates in collection management and maintenance activities as needed for collections in various departments.
 - a. Shelves materials needing to be returned to the collections (books, periodicals, microforms, videos, reference and any other materials).
 - b. Assists with shifting the collections as needed to make space for additions or to facilitate user access.
 - c. Helps with inventory and processing of materials coming into/or leaving the collections (withdrawals, transfers, new volumes) and other duties as assigned.
 - d. Maintains statistical reports related to various collections as needed.
- D. Maintains proficiency in areas of expertise and responsibility.
 - a. Participates in individual and group meetings related to the work of the RIS Department or the University Libraries.
 - b. Participates in appropriate training sessions offered for University Libraries faculty and staff.
 - c. Participates in appropriate training sessions offered by the University's Information Technology Services (ITS), Human Resources, or other groups on campus.
 - d. Participates in appropriate professional development activities and organizations.
- E. Performs other duties as assigned.
 - a. Serves on Libraries' committees and task forces as appropriate.
 - b. Assists with maintaining equipment needed to view, print, or make use of the resources housed in the department.
 - c. Takes appropriate steps to initiate service for equipment.
 - d. Undertake special assignments or projects assigned by the immediate supervisor or the Dean of University Libraries.

VIII. DIRECTION RECEIVED

Reports to the Learning Commons Coordinator and/or the Department Head of Research and Instructional Services.

IX. DIRECTION GIVEN

Supervises student assistants assigned to the Department especially during evening and weekend hours. Assists with training of other staff and students.

X. JOB SPECIFICATIONS

Requires a bachelor's degree and at least one year of relevant experience. An appropriate combination of education and experience might substitute for the required degree.

XI. SPECIAL CONDITIONS

This is a full-time permanent position requiring a 37.5-hour work week. The primary work schedule for this position is Sunday through Thursday 12:45 PM to 9:15 PM. During breaks and interim periods when the University Libraries maintains a shorter schedule, the work schedule for this position will be modified to fit within the shortened schedule. A likely schedule modification for interim periods might be 9:30 AM to 6:00 PM or 8:30 AM to 5:00 PM, Monday through Friday. In addition, during exam periods, McWhorter Library's hours are extended to accommodate student study schedules and the work schedule will be modified to cover the extended day. The work schedule during the exam period extended hours is 4:30 PM – 1:00 AM, Sunday through Thursday.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Experience assisting users in a customer-service environment, preferably in an academic library.
- B. Familiarity with a variety of print and electronic reference tools, including web-based resources.
- C. Ability to communicate effectively both orally and in writing.
- D. Good interpersonal skills that will support courteous and professional interactions with Libraries' users and coworkers from diverse backgrounds.
- E. Knowledge of general Libraries' procedures and policies.
- F. Skill in understanding, interpreting, and accurately following directions whether given verbally or in writing.
- G. Experience using computers and appropriate software such as database/word processing/spreadsheet/web authoring software in a work setting.
- H. Good judgment and good problem-solving skills.
- I. Willingness to learn and subsequently implement new tasks and skills.
- J. Ability to work independently and accept responsibility for work to be done.
- K. Ability to maintain a positive attitude while coping with organizational change.
- L. Ability to recognize the limits of the authority of this position and know when to appropriately refer matters to a higher authority.

XIII. WORKING CONDITIONS

Technologically-oriented academic research library where the Research and Instructional Services Department provides one of the first points of contact between the library and the library users. Position has an extensive public service component requiring regular interaction with the general public. Position requires some standing, walking, climbing on step ladders, and reaching. Incumbent must be able to bend, stoop, and lift up to 20 pounds. Responsibilities may require that the incumbent push and/or pull wheeled book trucks full of books and weighing up to 300 lbs.