

## Job Description

Title: Assistant – Serials / Archives

CBA Position: KCSS

Department: Library Services

Reporting Manager: Dir., Library Services

Direct Reports: None

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B21

Band Range: \$31,677 – \$44,348

FY14 Budget:

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

### Job Summary:

Assist the library by operating the online and manual serials systems; assist with the management of the periodicals and digital collections; assist with the management and organization of the archives collection; assist at circulation; and other related tasks.

**Supervisory Responsibilities:** None, but may coordinate the activities of part time or student workers.

### Minimum Qualifications/Basic Job Requirements:

- Associate's degree
- 1-3 years of general office experience
- At least 1 year of experience in a library

### Illustrative Examples of Essential Functions:

- Manage the periodicals collections, including training of students and staff in periodicals check in and processing functions.
- Maintain the archival print, photographic, and digital collections.
- Provide support to students and community users of the Library Resource Center computer lab including general maintenance and troubleshooting.
- Perform, as necessary, reception duties, to receive guests, answer phones, receive or respond to correspondence.
- Provide support to library users in the use of library resources and technology.
- Assist the Circulation Desk and perform, as necessary, reception duties, to receive guests, answer phones, receive or respond to correspondence as necessary.
- Assist with the production of College photo ID cards.
- Perform other duties of a similar nature as directed.

### (Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Have knowledge, with a strong emphasis in research processes and problem solving techniques
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently

- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of advanced computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014