POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Evening Support Staffer (2 Positions Available) (Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Walsh Library, Rose Hill

RESPONSIBILITIES:
• Assist faculty and students in using Electronic Information Center (EIC) resources.
• Support the EIC during the evening/weekend period.
• Supervise EIC service desk operations (check materials and equipment in/out, place materials on Reserve, monitor event schedule, collect fines, answer patron questions).
• Supervise student workers in the EIC and in the first floor computer lab.
• Provide technical assistance to patrons and staff using library computers.
• Provide technical assistance for events held in EIC viewing rooms, conference rooms, computer labs and the Flom auditorium.
• Assist in upgrades and configuration changes to Library computers.
• Report system problems to University Help Desk and Library on-call engineer.
• Scan and upload material to the Library’s Digital Collections and Research Repository systems.
• Close the EIC according to established guidelines regarding what is left on, turned off, locked and unlocked.
• Other duties as assigned.

QUALIFICATIONS:
• B.A. or B.S. preferred.
• Prior academic library experience preferred.
• Experience with collection analysis/de-selection functions helpful.
• Ability to train, motivate and oversee student assistants necessary.
• Must have strong interpersonal skills; work well with others; and communicate professionally with colleagues and University community.
• Knowledge of Library of Congress classification system, or ability to learn, essential.
• Familiarity with PCs and Windows software required.
• Familiarity with automated library functions preferred.

SALARY: Commensurate with experience

FLSA CATEGORY: Non-exempt

START DATE: ASAP

TO APPLY: Michael Considine
Director, Electronic Information Center
Walsh Library
considine@fordham.edu

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