CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Access Services & Space Utilization Assistant, Level 5

DEPARTMENT: Walsh Library, Rose Hill

RESPONSIBILITIES:
- Report to the Head of Access and Circulation
- Under the guidance and direction of the Head of Access and Circulation and the Director of Libraries, conduct various inventories of the Library’s print collection, Library accessories such as tables and chairs, and Library shelving hardware
- Organize a print collection inventory involving department staff and student assistants, including all sub-collections, and prepare documentation for future iterations of the physical inventory process
- Assist the Head of Access and Circulation and the Director of Libraries with creating a space utilization plan that takes into account the emerging trends in academic library usage both within and outside of the Fordham community
- Engage with the larger library community in discovering new ways to use existing space within the Library
- Provide excellent patron assistance with all departmental services: standard desk inquiries, placing holds, fulfilling document delivery requests, creating/approving accounts and reservations for study rooms in Booked Scheduler, as well as all facets of the Library’s electronic reserves platform, Ares; and, troubleshooting and demonstrating KIC scanner operations and Canon multifunction devices, as well as self-check unit and printing operations
- Train, mentor, assist and encourage library student assistants to perform variety of general library operations in all areas, including but not limited to the Circulation & Reserves Desk, shelving and stack maintenance, Scan/Copy Room equipment, and fielding patron inquiries
- Distribute assignments to student assistants in multiple library departments, ensuring that Library and Student Employment guidelines are followed
- Prepare daily and monthly statistics for departmental operations in accordance with the Library’s annual reporting needs
- Provide courteous and efficient customer service regarding all facets of library operations in person, via phone and/or email communications
- Conduct opening and/or closing duties, and lend support to Library colleagues and other departments, when applicable
- Execute regularly a variety of tasks in Sirsi Workflows, including modifying existing patron records; receiving payments for fines and privileges; editing book records; running reports; and processing intercampus loan requests between campuses
- Perform other duties as assigned

QUALIFICATIONS:
- High School Diploma or Equivalent Required. B.A. Preferred.
- Mandatory Competency Testing
- Demonstrated Writing Ability
- Prior academic library experience and knowledge of Library of Congress classification system preferred
- Experience and familiarity working with academic library print collections helpful
- Ability to train, motivate and oversee student assistants necessary; and must have strong interpersonal skills to work well with others and communicate professionally with colleagues and the University community
- Experience with conducting, and training others in, stack maintenance activities (shelving, shelf-reading, and shifting) preferred
- Familiarity with Windows software & MS Office applications required; familiarity with automated library functions preferred
- Demonstrated ability to prioritize multiple assignments, as well as organize large-scale and long-term projects, preferred
- Must be able to lift books and boxes of books, push heavy book carts, move shelves, and maintain balance on step stools
- Ability to coordinate activities and manage one’s time productively is essential
- Must be prepared to participate in meetings and/or assignments at the Lincoln Center (Manhattan) and/or Westchester campuses
SALARY: $1881.58 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: John D’Angelo, Head of Access and Circulation
jdangelo@fordham.edu

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