EXTRAORDINARY LIVES

**Department:**

Library

**Position Title:**

Student Employee IV- Interlibrary Loan & Accounts

Student Supervisor (Research & Instruction Assistant)

**Reports to:**

**Minimum Qualifications:**

* Returning student employee with library experience and a good work history
* Excellent communications and customer service skills
* Ability to motivate self and others
* Creative and critical thinking
* Exhibit initiative
* Ability to lift up to 20 lbs.
* Ability to interact tactfully and efficiently with student, staff, and faculty members
* Manual dexterity
* Great attention to detail
* Reliable and punctual

**Duties and Responsibilities:**

Skills and Abilities:

* Employee should be an individual with extensive library experience demonstrating ability to handle higher level responsibilities.
* Employee should be able to work independently.
* The employee is expected to handle specific responsibilities under the direction of the Interlibrary Loan & Reserves Specialist.

General:

* Support the delivery of interlibrary loan and information delivery services.
* Assist in handling patron financial and borrowing accounts by checking patron records and researching claims.
* Assist in coordinating stacks searches
* Exhibit discretion and strict adherence to FERPA guidelines
* Complete reserves item processing for placement and removal.
* Provide exemplary customer service.
* Provide information desk support as needed.
* Other duties as assigned.

**Environmental and Working Conditions:**  
Normal environment found in an educational setting.   
  
**Physical Demands and Aptitudes:**  
Able to lift 5 pounds on a regular basis and 20 pounds maximum, periodically.  Even though the weight lifted may be a small amount, a job is in this category when it requires walking or standing to a significant degree, as well as pushing and pulling of arm and/or leg controls.  Job requires the ability to reach, handle, finger, feel, talk, hear, see, squat, and kneel.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*This job description is not intended to be and should not be construed as an “all inclusive” list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Brenau University reserves the right to modify, add, or remove duties and assign duties as necessary. By signing this job description, I am agreeing that I am willing and capable of performing the above outlined dutie*