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Library Job Descriptions

Administrative Documents and Official Records

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## Collection and Resource Services Administrative Assistant

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**Name:** Vacant

**Position Number:** 39000030

**Classification Title:** Staff Assistant

**Library Title:** Administrative Assistant

**Library Department:** Collection and Resource Services

**Direct Supervisor:** Collection and Resource Services Department Head

**Description:** The position provides administrative support to the department faculty and staff; supervises student assistants; maintains office equipment and supplies; takes essence notes at meetings; distributes mail; and participates in special projects.

**Duties:**

- Answers phone, transfers calls, and takes messages for faculty and staff.
- Supports librarians and staff with technical and clerical assistance.
- Submits work order requests for department.
- Sets up for departmental events; schedules locations and sends invitations.
- Picks up and distributes departmental mail daily.
- Handles departmental mailings and return of problem shipments.
- Maintains printers and other office equipment daily; trains/assists department members in using equipment.
- Takes notes at departmental and team meetings and distributes to attendees.
- Develops and tallies results of specialized surveys for departmental faculty.
- Updates and maintains information in the departmental LibGuide, including emergency contacts, directories, policies, and workflows.
- Coordinates entering information into PeopleAdmin; manages student and staff hiring functions.
- Participates in new departmental employee onboarding including notification to add employees to Library website directory.
- Trains student assistants regarding workplace rules and entering time worked in OneUSG.
- Approves student time in OneUSG Connect; maintains student sign in sheets; maintains tracking spreadsheet of student hours worked for Federal cap of 1300 hours per student per year.
- Orders office and processing supplies; maintains and organizes departmental supply inventory storage.
- Supports librarians and staff with special projects including but not limited to Digital Commons and Alma.
- Performs all other duties as assigned.

**Revised: 10/28/19**