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Night Assistant II

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Official University Job Title: Staff Assistant

Library Title: Night Assistant II

Description: (paragraph)

General Summary: Provides efficient, consistent, and courteous service to library customers at the Circulation/Reserves Desk, as well as other day-to-day responsibilities of the Access Services Department during duty hours. Shelves periodicals and books. Interacts with all segments of University community. Manages all aspects of Access Services in absence of supervisor, including supervising student assistants. Duty hours are 3pm to 12 midnight Sunday through Thursday, except during intersessions.

Duties: (list)

Responsibility Number 1

Assists patrons at Circulation/Reserve Desk by checking out books and reserve materials, giving change, assisting with copiers and copy card matters, checking out equipment, reserving study rooms, and retrieving materials from the ARC. Checks GIL Express books in and out. Retrieves materials from and returns materials to Automatic Storage. Defers policy decisions to supervisor.

Responsibility Number 2

Manages all aspects of Access Services in absence of supervisor. Assigns student assistants duties and makes decisions concerning circulation/reserves policies.

Responsibility Number 3

Shelves or coordinates the shelving of Browsing Books, Reference Books, New Books, bound and microfilm periodicals, and newly received periodicals.

The above is intended to describe the general content and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Essential Duties & Responsibilities:

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time