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Overnight Assistant II

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Official University Job Title: Staff Assistant

Library Title:

Description: (paragraph) Overnight Assistant

Provides efficient, consistent, and courteous service to library patrons from midnight to 8AM weekdays. Interacts with all segments of University community. Works overnight shift of 11:00pm to 8:00am Sunday through Thursday. Provides all types of Checkout Desk services, including book checkout, equipment checkout, reserve checkout, giving change, and assisting with print accounts. Provides security for customers and equipment during duty hours. Assists customers with computers and other equipment during duty hours on a limited basis, and refers more difficult computer assistance to day staff. Takes statistical counts. Monitors appearance of building. Refers difficult policy decisions to supervisor. Takes advantage of the slow traffic work shift to take on special projects. Reports to Library Technical Assistant who is shift supervisor.

Duties: (list)

Responsibility Number 1

Checks out books, reserve items, equipment, and audio visuals. Makes change. Helps with print accounts. Reserves Graduate Study Rooms.

Responsibility Number 2

Assist with printing and computers in absence of Information Services Department personnel and supervisor.

Responsibility Number 3

As part of overnight work team, provides security for patrons and the Henderson Library generally during overnight hours.

Responsibility Number 4

Ensures the Library has a neat and orderly appearance during overnight hours, monitoring furniture arrangement and picking up materials left on tables.

Responsibility Number 5

Performs counts for statistical purposes.

Responsibility Number 6

Completes unusual special projects for department head, assistant department head, and Library administration which take advantage of the relatively low traffic times of this person's duty hours.

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

1/27/15

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