

JOB DESCRIPTION AND CLASSIFICATION FORM

Position Title: Reserves Assistant

Department: Cowles Library

Reports to: Interlibrary Loan/Reserves Associate

Essential Functions:

The Reserves Assistant will work with both Reserves and Electronic Reserves. It is preferred that they have one year experience as a Circulation Assistant; however it is not a prerequisite.

The primary duties of this position include, but are not limited to:

- Monitor email for requests for reserves & retrieve materials from stacks
- Processing class reserve materials as requested by professors; involving using knowledge of Library of Congress call number system, lamination, and other procedures
- Processing electronic reserve material as requested; must use Adobe Acrobat, scanner, and a computer automated library database system (currently InfoTrove)
- Inventory reserves (library and class) at the end of each semester & remove as necessary

Knowledge/ Skills Required:

The Reserves Assistant often works unsupervised and must be able to exercise sound judgment and prioritize duties. They must be flexible with hourly schedule in periods of low and high volume. It is also necessary that the Reserves Assistant be able to complete duties under time constraints. It is imperative that the Reserves Assistant be able to communicate effectively with his/her supervisor. This job requires a strong understanding of reserve processing and therefore employees must have proven organizational skills and must be very detail oriented.

Physical, Emotional and Intellectuals Demands:

Involving bending, kneeling, reaching, lifting, carrying some heavy volumes, pushing book trucks, using an elevator. Time spent on feet and at computer. Time frames standards may be used to ensure completion of the workload, which at times can be heavy. Studying on the job is not permitted.

Hours per week: Up to 20, hours vary during the semester and are not guaranteed

Knowledge/Skills required: Advanced

Complexity of work tasks: Moderately complex procedures and tasks

Supervision of work: Works somewhat independently

Scope of work's contact: Contact and impact of work routinely extends to the university

Routinely supervises the work of others: No

Works with confidential information: No

Dept Recommended Job Category: 3

Pay Rate: 8.25