

Position	Assistant Circulation-2 Vacancies
Library/City	University Libraries
Date Posted	06/27/2024
Date Expires	Until filled
Date Available	January 2, 2025
Responsibilities	<p>General knowledge of library policies, procedures and techniques Knowledge of office practices and procedures Ability to use MS Office Products, including Outlook, PowerPoint and Excel Effective communication skills, verbal, written and interpersonal Ability to work independently in the absence of direct supervision Ability to plan, schedule and organize work Ability to effectively handle multiple tasks concurrently</p> <p>Essential Job Functions</p> <p>Supervises stack maintenance activities, assuring that all materials are shelved quickly and correctly Coordinates and supervises the shifting of the collection when needed Identifies and removes books to be mended, repaired or replaced Assists in the supervision and training of student assistants Charges out and checks in library materials Shelves books and materials Works closely with the Circulation staff to set up, control and maintain an orderly Reserve Book Collection Supervises the Circulation Department in the absence of the Circulation Librarian or Circulation Coordinator Works at Circulation Desk on rotational nights and weekends</p>
Requirements	<p>Bachelor's degree in Office Management, Business or related area One (1) year of Public Service experience</p>
Salary & Benefits	Commensurate with Experience
Contact	Stefanie L. Taylor, MLIS Dean of University Libraries

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Location (Library or
institution name)

Alcorn State University

Place/Environment

Lorman, Mississippi