

FINLANDIA

UNIVERSITY

Assistant Librarian

Title: Assistant Librarian
Department: Maki Library
Supervisor: Head Librarian
Status/Type: Full Time / Staff / Exempt

Position Summary: The Assistant Librarian collaborates with and provides support to the Head Librarian and Evening Library Services Assistant to ensure the Library operates efficiently in serving students, employees and the community.

Required Qualifications:

1. Bachelor's degree
2. Experience supervising and assigning duties
3. Ability to quickly and efficiently learn new concepts, programs, systems, functions in a changing technology and information service environment
4. Excellent organizational skills including ability and flexibility to multi-task
5. Attention to detail and ability to follow multi-step procedures
6. Possession of excellent oral and written communication skills along with the ability to interact well with library users and members of the campus community
7. Proficiency using aspects of Microsoft Office Professional (such as: Microsoft Word, Excel, Power Point, Outlook and Access)
8. Ability to maintain a safe and pleasant atmosphere in the library by supervising the library patrons and administering corrections
9. Availability to work a flexible schedule including evenings and weekends

Desired Qualifications:

1. Master's degree in library science from an ALA accredited school
2. Knowledge of current cataloging standards and tools such as Dewey Decimal 22, MARC, LOC Subject Headings and RDA
3. Previous experience working in an academic library
4. Previous work experience as a reference librarian or library technician in a public, school, or academic library
5. Experience using ExLibris' Voyager on-line catalog or similar library operating system

Essential Responsibilities:

1. Work Study supervisor, duties include maintaining all work study paperwork including time sheets, documentation, plan training, and schedules.
2. Assist Head Librarian in maintenance and compilation of library usage, services and collection statistics
3. Maintaining serials: magazines, journals, newsletters, etc.
4. Provide fast and efficient reference service to the University community including students, faculty, guests and staff; using Voyager on-line catalog, and other electronic resources such as databases
5. Perform public service activities including circulation, course reserves, book sales
6. Participate in committee work and related events, Campus Read
7. Provide friendly and supportive technological assistance to the University community, including equipment setup, equipment scheduling, and instruction for proper equipment utilization

8. Cataloging library materials
9. Adhere to university policies and procedures
10. Work collegially and professionally with students, employees and external constituents
11. Demonstrate support for and engagement with Finlandia's strategic vision to become more fully a whole learning community accompanying the whole student toward a whole life.
12. Perform other duties as required

Supervisory Responsibilities:

Supervises 10-20 Work/Study Program students per semester. Training, supervising, and providing the approved work-study time sheets to the office of student accounts via ADP.

1. Reconciles bi-weekly Work-Study time sheets and approves them for all students through ADP software. Makes out weekly schedules. Shared responsibility for hourly attention to students' daily work schedule and daily AV requests. Handles individual student's work hour changes and substitutions as needed.
2. Schedules and trains Work-Study students in collaboration with the Head Librarian.
3. Supervises student workers in:
 - a. The receipt of mail; recording, shelving and the routing of regularly received materials.
 - b. The processing of new books and materials by directing their physical processing in the Library's work room.
 - c. Teaching and testing knowledge of the Dewey Decimal System in order to be able to retrieve and shelve library books and materials
 - d. Areas of Responsibility and regularly performed tasks
 - e. Other tasks considered appropriate by the library staff.

Application Procedure:

E-mail cover letter, application and resume to:

Rebecca Daly
 Head Librarian
 Finlandia University
 601 Quincy St.
 Hancock, MI 49930
rebecca.daly@finlandia.edu

Finlandia University participates in the federal E-Verify system. Individuals hired into positions must have their identity and work eligibility confirmed by the E-Verify system. We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body. Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns:

Alyson DeLandsheer
 Human Resources Manager/Title IX Coordinator
 (906) 487-7339
alyson.delandsheer@finlandia.edu