

Cisco College

Staff Job Description

Job Title: Library Reference/Research AssistantII: ILL/Circulation CISCO
Reports To: Director of Library Services / Manager of Library Services
Last Updated: September 2024

Job Summary:

The primary responsibility of this individual is to provide administrative support and assistance to the Director of Library Services and the Manager of Library Services in offering public services to faculty, students and staff. Responsibilities will include circulation and ILL duties for the Maner Library, basic reference services and hours.

Staff members at CC are expected to accomplish their duties in an efficient, effective and competent manner and strive for improvement.

11. Report delinquent patrons to Director of Library Services for further action.
12. Keep records of gate count and maintain file on Library L: drive.
13. Keep records of reference questions and maintain file on Library L: drive.
14. Give "mini" library tours to prospective students.
15. Check materials in/out for displays and keep records of materials used for events.
16. Performs shelf reading for assigned sections during each semester.
17. Participate in providing monthly articles for library newsletter
18. Cross train on academic support services and initiatives such as online tutoring, student success workshops, and/or Canvas troubleshooting.
19. Open and/close facility as scheduled.
20. Other duties as assigned

Minimum Qualifications :

1. Associates Degree
2. Two (2) years previous computer skills and experience with minor troubleshooting.
3. Effective verbal and written communication skills.
4. Previous library experience preferred.