

POSITION VACANCY
Westminster College

Temporary Library Technical Services Assistant

McGill Library seeks a temporary, part-time Library Technical Services Assistant to provide support for library services and library building hours during the spring semester of 2021 (January 19, 2021- May 14, 2021).

Position Description:

The person in this position has three main responsibilities:

1. Provide Interlibrary Loan (ILL) services for the campus (both print electronic borrowing and lending). This would include some co-management of student employees responsible for assisting with ILL lending.
2. Provide basic back-up support for Help Desk student workers to maintain building hours.
3. Provide administrative/office support, such as ordering supplies, monitoring building issues/work orders, handling mail, etc.

Additionally, there may be opportunities to work on various projects based on interest. Some project ideas might include:

1. Archival reference
2. Weeding/collection maintenance projects
3. Electronic resource management and assessment projects
4. Social media and other outreach projects (such as reviving Story Time, finals week activities)

Qualifications:

1. A Bachelor's degree, especially with an interest in library work or desire to pursue higher education in library science
2. Some library experience is highly desirable, especially in Interlibrary Loan
3. Demonstrated history of responsibility and ability to work independently
4. Detail-oriented and able to multi-task
5. Comfort with basic technology and software (Microsoft suite, Adobe, etc.)

Time Commitment:

On average, about 25 hours/week (375 hours total for the entire semester)

- 18 hours/week for the first 7 weeks of the semester (January 19-March 5, 2021)
- 30 hours/ week for the final 8 weeks of the semester (March 8 – May 14, 2021)

To apply, please send a brief application and resume to **Jamie Kohler, Director of McGill Library** at library@westminster.edu. Applications will be considered beginning on **January 8, 2021**.