

Library Reference Assistant - Hirsh Health Sciences
Library, School of Medicine
Tufts University

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Posted Feb. 19, 2021, set to expire Jul. 4, 2021

Job Title Library Reference Assistant - Hirsh Health Sciences Library,
School of Medicine

Department

Institution Tufts University
Boston, Massachusetts

Date Posted Feb. 19, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Library

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Job Description

This is a part-time position, working 20 hours per week.

The Research and Instruction Department is a highly visible and customer service-oriented department that serves as the primary and first point patrons come to for assistance - with various library services and resources. The Research and Instruction staff help patrons access services and resources, circulate materials, provide referrals; assist patrons in copying & printing; provide information about the library and its policies; work closely with other library departments to provide outstanding customer service, -in person, and electronically.

The Library Reference Assistant is responsible for carrying out all the daily activities of the Library Service Desk in an effective, customer-oriented, and professional manner. Duties include coverage at the Library Service Desks, comprising but not limited to assisting patrons with access to the library and library resources, contributing to Library knowledge bases, interpreting library holdings via the online

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catalog, providing library materials, operating the circulation system, checking library materials in and out, and creating and maintaining patron records. This position also includes communicating library policies to staff and library users; assisting with printing and photocopying; answering basic reference questions and accurate referral of complicated inquiries to appropriate staff members; and the ability to work with the reserve module, create lists and other advanced functions of the library system . This position is also responsible for assisting with Library Service Desk statistics and Interlibrary Loan functions.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact