

## Library Assistant Reference Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=238222>

Downloaded On: Nov. 21, 2024 5:56pm

Posted Jun. 26, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Library Assistant Reference
<b>Department</b>	Hirsh Health Sciences Library
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20627?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20627?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The [Hirsh Health Sciences Library](#) provides collections and services to meet the information needs of the staff, students, and faculty of the Boston Health Sciences Campus. Located in Boston's Chinatown/Theater District, the Campus is comprised of the Dental School, the Medical School (including programs in Public Health and Professional Programs), the Friedman School of Nutrition Science and Policy, as well as the Graduate School of Biomedical Sciences, and the Human Nutrition Research Center on Aging (HNRCA) at Tufts University.

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The Research and Instruction Department within the Library 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.

### What You'll Do

The Part-Time Library Reference Assistant is an on-site position responsible for carrying out all the daily activities of the Library Service Desk in an effective, customer-oriented, and professional manner.

### Responsibilities include:

- Assists patrons with access to library services and resources
- Contributes to Library knowledge bases
- Interprets library holdings via the online catalog
- Provides library materials
- Operates the circulation system
- Checks library materials in and out
- Creates and maintains patron records
- Communicates library policies to staff and library users
- Helps with printing and scanning
- Responds to basic reference questions
- Refers complicated inquiries to appropriate staff members
- Executes other advanced functions of the library system
- Presents with Library Service Desk statistics and Interlibrary Loan functions

### What We're Looking For

#### Basic Requirements:

- Knowledge and experience typically acquired through completion of a Bachelor's degree and 1+ years of related experience
- Exposure and experience with Library circulation systems and MS Office
- Ability to lift books and related items
- Ability to work collaboratively in a team and independently
- Ability to meet and exceed customer needs and expectations

#### Preferred Qualifications:

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- Excellent written and verbal communication skills
- Strong commitment to outstanding public service
- Experience in an academic or special library
- Comfortable with various technologies and programs including wikis, blogs, etc.

### **Special Work Schedule Requirements:**

- This is a permanent, part-time position for 20 hours per week
- Scheduled Work Hours are 3 days a week from 12pm-5pm and Friday from 2pm-7pm

### **Pay Range**

Minimum \$19.80, Midpoint \$23.55, Maximum \$27.30

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

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

### **Contact**