

Assistant, Circulation
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=238313>

Downloaded On: Oct. 7, 2024 12:11am

Posted Jun. 28, 2024, set to expire May 10, 2025

Job Title	Assistant, Circulation
Department	University Libraries
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jun. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Library Administrative Support/Services
Job Website	https://jobopps.alcorn.edu/postings/7219
Apply By Email	
Job Description	

The incumbent performs all functions at the circulation desk necessary for the efficient operation of the library.

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Knowledge Skills and Abilities

- General knowledge of library policies, procedures and techniques
- Knowledge of office practices and procedures
- Ability to use MS Office Products, including Outlook, PowerPoint and Excel
- Effective communication skills, verbal, written and interpersonal
- Ability to work independently in the absence of direct supervision
- Ability to plan, schedule and organize work
- Ability to effectively handle multiple tasks concurrently

Contact Information

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

Contact