

Assistant, Circulation  
Alcorn State University

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

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

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

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**