

Assistant, Circulation
Alcorn State University

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

Downloaded On: Dec. 21, 2024 9:10am

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

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| 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