

Library Assistant, The Robbins Collection (6761C),  
Berkeley Law - 64338  
University of California, Berkeley

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Posted Feb. 9, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Library Assistant, The Robbins Collection (6761C), Berkeley Law - 64338
<b>Department</b>	Robbins Collection Research Center
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 9, 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
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The mission of the Robbins Collection Research Center is to promote and sponsor comparative research and study in the fields of religious and civil law. The Robbins Collection houses more than 340,000 titles on such topics as civil law, comparative law, jurisprudence, legal history, and religious law encompassing the canon law of the Roman and Greek churches, Jewish law and Islamic law. The Robbins Collection's holdings include more than 300 manuscript books, more than 300 incunables, more than 150 manuscript documents and fragments, electronic resources for historical legal research, and microfilms of the Canon and Roman law manuscripts in the Vatican Library. For more information

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on the Robbins Collection, see <https://www.law.berkeley.edu/library/robbins/>.

This position serves two key functions: library assistance and communications/publications support in the Robbins Collection, the rare book and manuscript collection at the UC Berkeley School of Law. The purpose of this job is to facilitate access to special collection materials for researchers, manage visitor registration and the user database, and maintain safe handling and security protocols for Robbins Collection rare books and manuscripts. In addition, this position will support the Robbins Collection by providing administrative support to our publications operation, maintaining our equipment, and monitoring our facilities, including the HVAC system.

### **Application Review Date**

The First Review Date for this job is: February 22, 2024

### **Responsibilities**

Circulation and User Registration:

- Serves at the reference desk point of contact providing full range of services to researchers using the Robbins Collection in a general circulation/reserve setting, including answering routine informational questions, handling routine complaints and performing routine circulation and lending functions.
- Opens and closes the reading room as needed.
- Following established written procedures, registers readers to use Robbins materials and provides necessary introductory information and instruction.
- Verifies user ID and researcher registration and log visitor's in-out times daily in the user database.
- Explains rules and procedures of the reading room to researchers and monitors area for compliance.
- Implements security protocols, including screening exiting users' bags, and continually monitoring the room and enforcing the reading room.
- Performs light housekeeping duties, such as taking out trash, vacuuming, and dusting.
- Performs other library projects within the scope of this classification as assigned.
- Instructs readers in the handling of rare and fragile materials, verbally intervening when necessary to safeguard the collections or escalating the situation to a manager if required.
- Retrieves rare books from, and return them to, a climate-controlled vault.
- Performs re-shelving and shelf-reading duties.
- Coordinates the reading room visitor's calendar and schedules appointments/reservations for the

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reading room.

- Shares calendar with staff as appropriate.
- Provides clerical support to the Publications Department within The Robbins Collection:
- Processes orders and payments.
- Resolves routine shipping, invoicing and payment.
- Maintains a vendor and newsletter contacts database.
- Sends out annual newsletter and resolves bounce backs or undeliverable messages.

**Bibliographic Checking:**

- Collaborates with Reference staff in providing and interpreting bibliographic information to researchers using the library's catalogs and materials.
- Manages facilities and equipment for the Robbins Collection and report issues to Supervisor and/or Facilities Department accordingly.
- Places orders for supplies or equipment as directed.
- Tracks warranty and vendor information as needed.
- Monitors HVAC temperature and humidity numbers in climate-controlled rooms; reports abnormalities or concerns to Assistant Director.
- Assists with miscellaneous projects, such as book inventory, mold checks on rare books and manuscripts, barcoding, catalog accuracy, catalog number conversions.
- Assists with events, travel bookings and visiting scholars support as needed.
- Participates in performance development and training opportunities.
- Performs additional duties as assigned.

**Required Qualifications**

- Demonstrated excellent customer service experience and commitment to high quality public service.
- Ability to follow, implement and enforce a broad range of policies, procedures and local practices.
- Ability to complete detailed work accurately and complete projects on time.
- Ability to work independently and with others, including across organizational lines.
- Proficiency with standard office software and equipment (such as Google suite, Microsoft Office, and video conference platforms).
- Ability to learn new computer programs and software systems.
- Excellent written and oral communication skills to communicate effectively with people of various backgrounds.

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- Solid organizational skills.
- Ability to work efficiently with frequent interruptions.
- Ability to establish and maintain effective working relationships and be an effective team-oriented member of the unit.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Commitment to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

### Preferred Qualifications

- Experience working in an academic library.
- Experience processing library collections and/or maintaining library stacks.
- Familiarity with and/or ability to learn UC Berkeley business processes: T&E reimbursement system, Connexus, BearBuy, Direct Bill ID and reimbursing international visitors.
- Demonstrated ability to display a calm demeanor when assisting users or employees and/or while under pressure to meet deadlines.
- Experience working with an integrated library system.
- Knowledge of the disciplines of Law, History or Classics.
- Ability to work with materials in languages other than English and in non-Roman alphabet and proficient in Latin and at least one modern language, other than English, that is relevant to Robbins Collection materials (e.g., Italian, French, German, Greek, Spanish, Hebrew).
- Awareness of legal, ethical and practical issues affecting public services in an academic library.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and

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organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is 24.09 (Step 4.0) - 25.75 (Step 7.0).

- This is a 75%, full-time (30 hours per week), career position that is eligible for UC benefits.
- This position is non-exempt and paid bi-weekly.

## How to Apply

To apply, please submit your resume and cover letter.

## Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

## Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

## Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the

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University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### Contact Information

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

### Contact

N/A

University of California, Berkeley

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