



SPRING HILL COLLEGE

Position: Library Associate, Access Services & Resource Sharing Coordinator, Full-time
Department: Library

Position Summary:

Reports to the Faculty Director of Library Services. The Access Services & Resource Sharing Coordinator will assist with management of and access to library resources of all types—print materials, electronic books and serials, and archival materials--as well as coordinating Interlibrary Loan, providing basic reference and assistance to faculty, staff, and students, and assisting the Library Director with special projects or events.

Essential Functions:

- Staff circulation desk; checks library materials in and out; enters/updates patron information in computer; researches book titles, book availability, patron records, or related information.
- Coordinates the inter-library loan process: requesting, receiving, and returning materials through ILLIAD.
- Assists the Library Director with Archival requests and organization of Archival materials.
- Shelves library materials, conducts routine reading of shelves, and maintains shelf order of materials.
- Interacts and provides assistance to faculty, staff and students with library materials, computer access, printing and copying.
- Assists library patrons with access to database content.
- Additionally, assists in planning, developing, and implementing special programs and workshops; prepares and maintains library displays.

Required Knowledge, Skills, and Abilities:

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of the college.
- Ability to work independently with initiative and a minimum of supervision.
- Ability to use mainframe and personal computer systems as well as other appropriate office equipment such as a printer/copier to perform job functions in a timely and accurate manner.
- Ability to work with others in a team effort; ability to prioritize and/or keep track of multiple tasks and deadlines.
- Possession of excellent communication skills as well as the ability to respond personably and knowledgeably to library patrons requesting information or assistance.



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Qualification Standards:

Minimum Qualifications:

- Associate's Degree required; Bachelor's Degree preferred;

Preferred Qualifications:

- One – two years of customer service or library related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Certification and License Requirement:

- None

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice.

This job description is not an employment agreement or contract.