



SPRING HILL COLLEGE

Spring Hill College, located in Mobile, was the first institution of higher learning in Alabama and the first Catholic College in the Southeast. Since 1830, Spring Hill College has been educating trailblazers, innovators and change-makers – through the transformative power of a Jesuit, Catholic education. Spring Hill's mission is forming leaders engaged in learning, faith, justice and service, for life. Spring Hill students experience an exceptional, well-rounded education, while forming their values and moral character, based on the Jesuit tradition of “*cura personalis*” – care for the whole person, mind, body and spirit.

Position: **Library Circulation Assistant, Part-Time**

Summary Description: Reports to the Assistant Director, Library Operations. A Library Circulation Assistant provides customer service to students, faculty and staff, and assists patrons with the use of library resources and facilities.

Description of Duties and Responsibilities:

Essential Functions

General duties include but are not limited to:

- Staffing the Circulation Desk during the evening shift (5:00 - 9:00 p.m.)
- Providing quick, effective, and polite service to library patrons.
- Locating materials for patrons using the online catalog.
- Assisting students with basic copier and printer problems.
- Referring patrons with questions and problems to the appropriate staff.
- Answering directional questions.
- Answering telephone calls and transferring calls to appropriate staff.
- Helping to enforce library policies.
- Retrieving, sorting and sending library mail.
- Circulating and shelving of materials.

N.B. Applicants must be able to lift 25 pounds and be able to use a step stool or shelve books on the bottom shelf.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.



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- 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.

Qualification Standards:

Education: High school diploma required.

Experience: None required, but one or more years of customer service or library related experience is preferred.

Other Considerations:

- Hours for this position are 5:00 p.m. - 9:00 p.m. Sunday - Thursday.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.