



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Library Graduate Assistant - Circulation  
**Job Class:** Graduate Assistant  
**Department:** Library  
**Reports to:** Evening Circulation Supervisor  
**FLSA status:** Part-time 20hrs wk /12 months  
**Hours:** Sunday – Thursday, 10:00 pm – 2:00 am during semesters; hours vary during breaks, summer & holidays  
**To Apply:** Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu); FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

**SUMMARY: SUMMARY:** Responsible for performing and supervising the circulation functions necessary to maintain library operations during extended evening hours by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervises all activities of the circulation desk, including: the check-in and check-out of library and OhioLink materials, updating patron records, and collecting and resolving fines.

Assists with the processing of materials for reserve collection.

Assists with the use of scheduling software and the student information system to schedule library classrooms.

Exercises discretion, judgment, and provides clear guidance to library customers in enforcing library policies and procedures. Responsible for maintaining an appropriate sound level in building. Monitors building and reports security infractions/problems and/or building maintenance issues to appropriate university officials. Provides reference assistance as needed. Closes the library and secures the facility.

Works as a member of the Circulation team and participates through cross training with the other members of the team. Resolves and/or reports problems encountered during extended evening shift to team members and library director. Maintains open lines of communication with circulation team, director, and other library employees.

Assists in training and supervises student assistants. Motivates student assistants to perform duties effectively.

Assists in library-wide projects.

**SUPERVISORY RESPONSIBILITIES:** Other student workers as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Undergraduate degree required; must enroll and be admitted into an Otterbein graduate program and make satisfactory academic progress toward degree. Previous experience in a library and or office environment preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**LANGUAGE SKILLS:** Must demonstrate excellent verbal and written communication skills.

**MATHEMATICAL SKILLS:** Must be competent in general math.

**TECHNICAL SKILLS:** Ability to apply knowledge of office functions, library methods and techniques to perform duties. Must take pride in and be thorough in quality of work produced; must be able to use general office equipment and Microsoft Office software. Must possess excellent organizational skills; must possess ability to supervise others; must be accurate in work performed.

**REASONING ABILITY:** Must be discrete and keep confidential information and materials; must possess excellent attention to detail; must be a team player and interact collegially with co-workers and other constituencies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to spend prolonged periods of time working on an office PC; able to reach, lift up to 20 pounds, travel throughout office to use other office equipment; must be able to hear and make self heard by co-workers and other constituencies; must be able to see to process work that the position is responsible for completing; must be able to work under deadlines with constant interruptions. Must be able to meet regular and predictable attendance standards.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting;

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's**

**commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.**

**Inquiries or complaints regarding any form of discrimination or harassment may be directed to:**

**Scott Fitzgerald**  
**Director of Human Resources**  
[614.823.1130](tel:614.823.1130)  
[sfitzgerald@otterbein.edu](mailto:sfitzgerald@otterbein.edu)