Library Assistant
Position Available: Immediately
Post Date: 01/29/14
End Date: Open until filled

Maryland University of Integrative Health (formerly Tai Sophia Institute) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated and informed leaders in health and wellness through transformative and relationship-centered programs that draw from contemporary science and traditional wisdom. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. MUIH's on-site Natural Care Center offers compassionate and affordable healthcare from student interns and professional practitioners.

Maryland University of Integrative Health is seeking a dedicated, customer-service oriented individual to work at the Sherman Cohn Library's Information/ Circulation Desk as a Library Assistant. As part of the diverse, caring, and conscientious team that staffs the Desk, Library Assistants tend to Library patrons and report to the Library Director and Circulation Desk Supervisor. Primary responsibilities are opening the Library on time, being present at the circulation/information desk during assigned hours, and providing exceptional customer service by assisting patrons by performing circulation functions, answering simple ready-reference questions, helping patrons to use Library resources, and assisting with project work as assigned.

This position is part-time, working the following schedule regularly:
   Monday – Friday 8:00 a.m. to 11:30 a.m.

In addition to the 17.5 hours above, the option exists to work other Library shifts from time to time.

Responsibilities/Duties
Responsibilities/duties will vary by course and may include, but are not limited to:
• Being prompt and working shifts reliably with little absenteeism
• Performing all duties required to open the Library
• Staffing the circulation/information desk and engaging in tasks required to maintain the collection (shelve, shelf-read, process books, etc.)
• Utilizing the circulation functions of the integrated library system (check-in, check-out, holds, etc.)
• Responding to the needs of Library patrons in a knowledgeable, timely, and courteous manner
• Providing instruction and assistance to library patrons (both in person and off campus) in obtaining and utilizing Library resources
• Answering ready-reference questions and referring complex reference or research questions to appropriate personnel
• Engaging in special project work as assigned
• Performing other duties as assigned
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Qualifications
Required:
• Bachelor’s degree
• At least 2 years of employment experience demonstrating reliability and responsibility
• Work experience demonstrating a customer-oriented approach to service, preferably involving walk-in or call-in clientele
• Experience with managing multiple priorities
• Proficiency in the use of MS Office applications—Word, Excel, PowerPoint, Access, and Outlook
• Knowledge of or the ability to learn how to operate: a copier/scanner/printer; various Web resources such as databases, wikis, and online tutorials; and the Follett integrated library system (ILS) or other ILS
• Ability to instruct individuals on how to use Library systems to access the collection whether face to face, by phone, via email or using screen share software
• Capacity to meet the physical demands of the job, including, but not limited to: lifting up to 30 pounds, bending, stretching, stooping, kneeling, reaching, climbing, and sitting or standing for long periods of time
• Great attention to detail
• Excellent interpersonal, communication, and writing skills
• Ability to appropriately handle confidential information

Preferred:
• Master’s in Library Science or related field
• Prior academic library work experience and/or experience teaching adult learners
• A demonstrated familiarity with complementary, alternative, and integrative medicine or with the academic programs at the Maryland University of Integrative Health

To apply
Interested individuals should forward a letter of interest (listing desired hourly pay rate) and CV/resume to our Office of Human Enrichment at jobs@muih.edu, referencing “1403 – Library Assistant” in the subject line of the email.

Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Maryland University of Integrative Health is committed to acting, communicating, and educating in ways that recognize and honor the full range of human diversity. Equal Opportunity Employer