

## **On Call Library Assistant**

### **Sherman Cohn Library**

**Position Available: Immediately**

**Posting Date: 10/8/2014**

**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 on a part-time, intermittent, on call basis 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 filling in for regularly scheduled Library Assistants and may entail opening or closing the Library on time. The Library Assistant must be present at the circulation/information desk during assigned hours and provide exceptional customer service, assisting patrons, performing circulation functions, answering simple ready-reference questions, helping patrons to use Library resources, and supporting with project work as assigned.

The hours of this position will vary and are likely to be within any of the following ranges of hours on the days given below:

Monday – Wednesday, 8:00 a.m. to 7:00 p.m.

Thursday & Friday, 8:00 a.m. to 9:00 p.m.

Saturday & Sunday, 10:00 a.m. to 6:00 p.m.

### **Responsibilities/Duties**

The On Call Library Assistant will:

- Be prompt and work shifts reliably with little absenteeism
- Perform all duties required to open or close the Library (if the shift is an opening or closing shift)
- Staff the circulation/information desk and engage in tasks required to maintain the collection (shelve, shelf-read, process books, etc.)
- Utilize the circulation functions of Sierra integrated library system by Innovative Interfaces (check-in, check-out, holds, etc.)
- Respond to the needs of Library patrons in a knowledgeable, timely, and courteous manner
- Provide instruction and assistance to library patrons (both in person and off campus) in obtaining and utilizing Library resources

# JOB LISTING

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## On Call Library Assistant continued (2 of 2)

- Answer ready-reference questions and referring complex reference or research questions to appropriate personnel
- Engage in special project work as assigned
- Perform other duties as assigned

### 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 Innovative Interfaces - Sierra integrated library system or a comparable 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 candidates should forward a cover letter (including the desired hourly pay rate) and resume to the Office of Human Enrichment at [jobs@muih.edu](mailto:jobs@muih.edu). Please reference "1442 – On Call Library Assistant" in the subject line of the email.

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Maryland University of Integrative Health is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. 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. Equal Opportunity Employer