

### **Part-time Circulation Assistant**

WMU-Cooley Law School Library – Grand Rapids Campus

Under the supervision of the Head of Public Services, the part-time Circulation Assistant is responsible for assisting Library patrons at the Circulation Desk; shelving books; assisting with supervising and training student workers in Circulation procedures and Collection Maintenance; assisting with opening or closing the Library; conducting searches for missing materials; scheduling group study room reservations; and loose leaf filing. Performs other duties as assigned.

**Required:** Some college course work. Strong customer service orientation. Excellent attention to detail. Excellent written and oral communication skills.

Hours – 10-25 hours per week; weekdays/evenings/weekends depending on scheduling needs.

Salary – \$9.25/hr.

To apply for the above position: Send a letter of application, resume and a list of three references with contact information via email to [hr@cooley.edu](mailto:hr@cooley.edu). Please include “Circulation Assistant PT GR” in the subject line. Mrs. Amy Fedewa, Human Resources Generalist, Western Michigan University Thomas M. Cooley Law School, 300 S. Capitol Ave, Lansing, Michigan 48933. We are an equal employment opportunity employer. For further information about WMU-Cooley Law School, please visit [www.cooley.edu](http://www.cooley.edu).