

VACANCY NOTICE

Library Technician

STATUS: Part-time
DIVISION: Library
REPORTS TO: **Library Director**
SUPERVISES: Work study students
FLSA STATUS: Non-exempt

POSITION SUMMARY:

The Library Technician helps with the daily operation of the library facility and performs tasks related to access services and reference. The Technician supervises evening hours at the Color and Materials Library. The Technician also assists with collection development, collection management, and library instruction as needed. The schedule may vary to meet operational needs and could include evening and weekend hours.

DUTIES AND RESPONSIBILITIES:

- Serve as evening supervisor at Color and Materials Library
- Assist with daily operations of the library facility including circulation services, reference services, material sample cataloging, and technology support
- Help library patrons through multiple service points including in-person, phone, email and virtual chat reference
- Assist with stacks maintenance projects such as missing searches, shelf reading, shifting, weeding, etc.
- Assist with periodical check in and claim filing for missing issues
- Processing, organizing, and shelving incoming material samples according to established schema
- Lend assistance with collection development and management
- Create digital learning objects for library instruction including course guides and video tutorials
- Update and maintain the Color and Material Library social media sites following established guidelines and workflows
- Support library outreach and programming efforts
- Other duties as assigned.

QUALIFICATIONS:

Required Qualifications:

- Some college coursework completed

- Ability to work a flexible schedule including work evening and weekend hours
- Basic computing skills and excellent written and verbal communication skills
- Strong customer service skills
- Ability to work in a team environment as well as independently
- Self-motivation, reliability, time management and punctuality
- Ability to adapt to changing standards and evolving work-related expectations in a dynamic working environment
- Strong organizational skills
- Ability to sustain focus and attention to detail while engaging in repetitive tasks
- Ability to identify problems and offer solutions

Preferred Qualifications:

- Experience working in an academic library environment
- Basic understanding of library management systems, such as KOHA
- Familiarity with Library of Congress or other hierarchical organizational schema

WORKING CONDITIONS:

This job operates in an academic environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, rolling stacks and displays.

PHYSICAL DEMANDS:

This position requires the ability to lift fifteen (15) pounds.

About CCS

College for Creative Studies is a nonprofit institution; it is one of the leading art and design colleges in the world. CCS is ranked by LinkedIn as a top three design school in the US and the best in the Midwest, based on alumni success. CCS has state-of-the-art facilities to support the complete range of creative production, from traditional art forms such as painting, glassblowing, foundry, and printmaking, to the most contemporary systems, including the latest digital imaging technology and extensive rapid prototyping output tools. The College currently enrolls more than 1,400 undergraduate and graduate students. It offers a Bachelor of Fine Arts in 13 majors: Advertising Copywriting, Advertising Design, Art Education, Communication Design, Crafts, Entertainment Arts, Fashion Accessories Design, Fine Arts, Illustration, Interior Design, Photography, Product Design, and Transportation Design. It also offers a Master of Fine Arts in four majors: Color and Materials Design, Interaction Design, Integrated Design, and Transportation Design.

To apply:

Applicants are encouraged to apply immediately. The search will close when a suitable candidate is hired. Interested candidates should submit the following in PDF format: **Resume and a letter of application should be submitted to: hr@collegeforcreativestudies.edu**

Department Website: www.libguides.collegeforcreativestudies.edu

CCS website: <http://www.collegeforcreativestudies.edu/>

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