

Technical Services Assistant II

WMU-Cooley Law School Library – Lansing Campus

Western Michigan University Thomas M. Cooley Law School Library seeks a Technical Services Assistant II for its Lansing Campus. The Technician Services Assistant II is responsible for performing tasks across multiple functional areas within the Technical Services Department. Tasks will include complex problem solving in all areas of Technical Services, database maintenance of library records, maintenance and processing of physical material and other duties as assigned.

Required: A minimum of two or more year's education beyond high school or prior experience in performance of tasks listed above is required. Experience using Innovative Interfaces Inc. Sierra online system is preferred. Strong written, verbal and problem solving skills. Ability to be trained in the highly complex tasks. Familiarity with Microsoft Office products. Ability to lift boxes and other items up to 50 pounds.

Please send a cover letter and resume via email to hr@cooley.edu. Please include "Technical Services Assistant II" in the subject line. Mrs. Amy Fedewa, Human Resources Generalist, Western Michigan University Thomas M. Cooley Law School, 300 S. Capitol Ave, Lansing, MI 48933. We are an equal employment opportunity employer. For further information about WMU-Cooley Law School, please visit www.cooley.edu.