**WINTHROP UNIVERSITY**

**NOTICE OF JOB VACANCY**

December 3, 2012

| POSITION: LIBRARY TECHNICAL ASSISTANT (DACUS LIBRARY)  
(Class Code CD10/Library Technical Assistant) |
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<td>BAND: Band 03\Level 04</td>
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<td>STARTING SALARY: $23,694 minimum per year; qualifications and funding determine actual salary</td>
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<td>VACANCY: #30/13</td>
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**Minimum Training and Experience:**

Bachelor’s degree; or high school diploma and four years of library work experience required. Previous work experience in an academic library in a public service position desirable. Experience maintaining library collection desired. Computer experience, including Innovative Interfaces Circulation System and BANNER (Student Information Systems) and supervisory experience at any level desirable. The equivalent combination of training and experience may be considered.

**Knowledge, Skills and Abilities:**

Knowledge of processes and procedures in a library circulation department. Ability to work in a demanding public service environment. Ability to operate computer online system. Ability to work well with a diverse population of faculty, staff, students, administration and the general public. Ability to work independently with minimum supervision. Effective interpersonal and communications skills. Ability to work flexible hours, including 1 – 2 evenings per week, and occasional weekends. Ability to implement policies and procedures as established by the dean.

**Major Duties:**

Operates automated library and university systems to provide circulation services to library patrons. Registers patrons, checks materials in and out, provides accurate account information to patrons. Interprets policies and procedures for patrons; handles patron conflict issues. Alternates responsibility for daily opening/closing of library and/or Information Commons. Trains and supervises student employees in policies and procedures of library and department and assists them in developing work schedules. Supervises stacks maintenance projects and performs quality control over student work in stacks, including but not limited to shelving, inventory and shifting. Responsible for department operations in absence of department head. Assists patrons with copiers, computers, scanners and other library equipment as needed. Functions as back-up student payroll clerk. Performs other related duties as required.

To apply, access [www.jobs.sc.gov](http://www.jobs.sc.gov) to submit an on-line application no later than December 14, 2012.

Winthrop University is an Equal Opportunity Employer.