Job Title: Stacks & Instruction Assistant

Job Classification: College Assistant (CA)

Job Description: Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a College or other unit where such work is required on a part-time basis or for a period of limited duration. In the Rosenthal Library, the Stacks & Instruction Assistant works as a member of the Borrowing group in duties with the Stacks and Instructional Services teams.

Responsibilities:

- In general, performs clerical and technical library work, while operating computers, software, and other electronic equipment:
  - Assists patrons in-person and via phone, chat, email
  - Performs data entry and updates into library systems
  - Sorts and shelves books and other materials
- Takes initiative in working to support Stacks & Instructional Services
- In Stacks, works with the team to:
  - Picks-up, shelves, and arranges books throughout the library
  - Conducts shelf-reading
  - Helps train Stacks work-study and college assistant students
  - Assists and participates in Stacks projects as needed
- In Instructional Services:
  - Assists with responding to faculty requests, scheduling instructional sessions via forms & email in the library scheduling system
  - Assists with troubleshooting library classroom and lab problems, including computing, equipment and space issues
  - Assists faculty and staff in using library classrooms and labs
- Performs other assigned duties as needed

Minimum Qualifications:

- High School diploma
• Must demonstrate sufficient skills to perform the assigned duties

Preferred Qualifications:
• Associate’s or Bachelor's degree, or entry level experience in libraries, in higher education, or related learning environment
• Ability to work in library or academic systems, and web environments
• Customer-service experience with diverse clientele
• Strong written and verbal communication skills
• Good organizational ability and attention to detail
• Ability to work both independently and as a team member
• Proficient in Microsoft Office & Teams

Employment Terms:
• This is a part-time position for up to 20 hours per week, for a total of 1040 hours per fiscal year
• Evening hours may be required to ensure normal service operations
• This is an in-person position that requires working 100% on-site

Compensation Range:
• $17.00 to 19.00 per hour

How to Apply:
To express your interest, submit the following three items:
1. One-page cover letter
2. Resume
3. Names & Contact information of two professional references

Email the information to library@qc.cuny.edu with the subject line “Stacks & Instruction Assistant.” Review of applications will begin on July 29, 2024.