Music Library Assistant
Job Description

Job Title: Music Library 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 Music Library (ML), the Assistant will work in duties that involve ML Circulation, ML Stacks, and ML Bindery, and in occasional duties assigned as special projects.

Responsibilities:

• In general, performs clerical and technical library work, while operating computers, software, and other electronic equipment:
  o Assists patrons in-person and via phone, chat, email
  o Performs data entry and updates into library systems
  o Sorts and shelves books and other materials
• Works with the ML Circulation team:
  o Takes shifts at the Borrowing desk to provide customer service
  o Responds to patron requests and inquiries
  o Charges out & discharges materials
  o Updates student accounts
  o Helps train work-study students
• Works with the ML Stacks teams:
  o Picks-up, shelves, and arranges books throughout the library
  o Conducts shelf-reading
  o Helps train work-study students
  o Assists and participates in Stacks projects as needed
• Works with the ML Bindery team:
  o Repairs and mends library materials
  o Assists with processing materials for professional binding
• 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, 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
• Interest or experience in music or performing arts

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/weekend hours may be required to ensure 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 “Music Library Assistant.” Review of applications will begin on July 29, 2024.