

Carleton College Non-Exempt Position Description

JOB TITLE: Library Administrative Assistant
REPORTS TO: Assistant to the College Librarian & Operations
DEPARTMENT: Library
DIVISION: Dean of the College
REVISION DATE: June 15, 2021

POSITION OVERVIEW:

The Library Administrative Assistant is a member of the Administration Department and has primary responsibility for providing support to this department. This position will provide administrative support to the College Librarian and the Assistant to the College Librarian & Operations Manager.

This is a part-time, .50 FTE position.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

Administration Department (reports to Assistant to the College Librarian & Operations Manager):

- Provide administrative support to the College Librarian and Assistant to the College Librarian & Operations Manager. Maintain administrative office files, draft and proofread documents, schedule and coordinate meetings.
- Schedule and arrange events in the Athenaeum; work with other campus departments as needed regarding set-up needs (Faculty, Administrative Assistants, Facilities, Catering and Custodial). Maintain calendar of all events, and log all events for year-end statistical purposes.
- Schedule classrooms for faculty and staff. Work with Loan Services to post weekly schedule of events outside classrooms.
- Serve as point of contact with library staff for scheduling of conference room.
- Manage staff directory updates and distribution.
- Manage equipment checkouts and logs
- Oversee equipment inventory
- Provide support to the Assistant to the College Librarian & Operations Manager on minor facilities work orders as needed; maintain log of work order submission/completion.
- Order and maintain an inventory of general and specialized supplies for library departments. Maintain database of supplies and suppliers.
- In consultation with the Administration Department, maintain the administrative department web pages for the Library website
- Assist in collecting library statistical data as requested by Assistant to the College Librarian & Operations Manager.
- Provide administrative recruitment support to the Library.
- Maintain a high level of confidentiality in all aspects/duties of the job.
- Hire, train and supervise student worker as needed.
- Assist library in compiling and assembling Annual Report.
- Assist in preparing for monthly staff meetings and other events.
- Other duties, as assigned.

GENERAL RESPONSIBILITIES:

- Participate on Library and Bridge teams/working groups as assigned.
- Attend and participate in relevant Library and Bridge meetings and functions.
- Learn new technology as needed.
- This position is a member of the Bridge Consortium and works collaboratively and in tandem with peers at the St. Olaf College libraries to ensure that work is not duplicated and that costs are contained or reduced.
- Other duties as assigned.

QUALIFICATIONS (*Required*):

- Two years of previous, related work experience.
- Strong organizational and time management skills.
- Excellent computer skills with advanced knowledge of word processing, spreadsheet programs, and database management.
- Good accounting knowledge and skills.
- Ability to initiate, organize, and work independently and as part of a team.
- Strong communication skills.
- Must be able to deal with confidential issues and information.

QUALIFICATIONS (*Preferred*):

- Available to work 1-5 pm Monday through Friday 12 months a year.
- Previous experience in a library setting with knowledge of various library operations and equipment is desirable.