

Position Description

POSITION PROFILE

Position Title: Inter-library loan Assistant

EOU Department/College: Library

EOU Supervisor Title: Inter-Library Loan Supervisor

Typical Job Duration: Academic Year (Potential for summer)

Job Level: Level 2

Type of Schedule/Typical Hours: Fixed schedule 8am-5pm

Typical Number of Hours Per Week: 10-15 hours

POSITION INFORMATION

Student Position Description Summary:

Inter-library loan Assistant tasks include pulling items that have been requested by other libraries from the shelves and preparing them for shipment. Student will also process materials that have been sent to the library to fill interlibrary loan requests for EOU patrons. They help in collecting and processing government documents.

Job Duties/Responsibilities/Essential Functions:

Original:

- Pull items that have been requested from other libraries
- Sort items to appropriate other libraries
- Prepare them items for shipping
- Print shipping labels

HIRING CRITERIA

Minimum Qualifications:

- Enrolled in at least 6 undergraduate credits per term, or a minimum of 9 graduate credit hours at the University of a University partner program/ institution.
- In good academic standing (have a minimum GPA of 2.0)
- Ability to work 10 to 15 hours a week
- Able to lift 30lbs

Preferred Qualifications:

- Prior experience in a library setting
- Familiarity with ILS cataloguing systems
- Prior work in a library or office or similar work environment is preferred, but not required

Desired Knowledge, Skills & Abilities:

Original:

- Must be accurate
- Must pay attention to detail
- Ability to multi-task
- Excellent communication skills
- Good listening skills
- Able to create spreadsheets, operate in spreadsheets
- Able to create word documents (letters and labels)
- Keep accurate statistical records
- Must have computer skills, typing, copier, complex thinking skills

Suggested:

- Technology skills and ability to use library software systems to keep accurate statistical records
- Ability to use Microsoft Office applications such as Word and Excel
- Strong communication skills with their team and supervisor
- Strong listening skills to maintain quality of work
- Proficient computer skills, including typing and use of office equipment such as copiers
- Detail-oriented and accurate on various tasks and projects
- Ability to manage complex tasks efficiently and accurately

STUDENT LEARNING OUTCOMES

As a result of employment, the student will:

Academic Learning Outcomes:

- Develop a deep understanding of library operations, particularly in inter-library loans and document processing.

Industry Learning Outcomes:

- Gain hands-on experience in library services, enhancing knowledge and skills applicable to careers in library and information science.

Career-Readiness Learning Outcomes:

- Enhance professional skills such as communication, organization, and critical thinking, preparing for future career opportunities.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework