Library Assistant - Saint Francis High School

Under the direction of the Librarians, the Library Assistant supervises students and maintains order in the library, supports the Testing Center as needed, checks books in and out, and processes new books.

This is a part-time position for 25 hours/week from 7:30am to 12:30pm Monday through Friday. Salary range is $26 - $38. Starting placement will depend on education and experience. Job is paid per hour. Includes sick leave and partial payment of medical insurance.

Key responsibilities include:

- Monitors students in the library and the silent study room to ensure an environment conducive to study.
- Assists students and faculty in locating print and digital resources as needed.
- Receives and processes new materials, e.g. data entry, spine labels, stickers, book covers, customer support interface, etc.
- Checks library materials in and out. Follows up on overdues as needed.
- Shelves library materials and maintains the neat and orderly appearance of all collections.
- Promotes library services and materials by creating physical and digital displays under the direction of the Librarians.
- Helps maintain the library’s online presence on the school website and social media.
- Helps maintain library supplies and equipment including computers, printers, and furniture.
- Assists librarians with special projects including shelf-reading, shifting, weeding, and catalog record maintenance.
- Assists with supervision of the testing center and administration of tests as necessary.
- Supervises student assistants, including assigning tasks and evaluating their work.
- Performs opening or closing tasks as required by schedule.
- Attends school staff development and retreats as required by schedule.
- Other library related tasks as needed.

Qualifications

Experience

- Basic knowledge of libraries. Library and technical processing experience a plus.
- Experience working with teenagers is strongly preferred
- Basic computer skills and knowledge of Google Suite, Office Tools, and internet usage. Website admin a plus.
- Demonstrated competency with online library catalogs (OPACs), databases, and internet searches.
- Comfortable using the Dewey Decimal System.

Educational Requirements

- High school graduate with some college preferred

Behavioral Job Attributes
- Strong organizational skills, attention to detail and ability to multitask.
- Able to handle frequent interruptions in an often bustling environment. Able to effectively manage tasks with short term and long term deadlines.
- Willingness to accept new tasks and projects with a positive attitude.
- Team-player who is willing to collaborate and support colleagues when needed.
- Ability to exercise judgment within defined procedures and practices to determine appropriate action pertaining to both student behavior and library procedures.
- Interest in reading and discussing fiction and nonfiction books that are of interest to teens a plus.
- Must support the Catholic, Holy Cross mission and philosophy of the school
- Team-player who is willing to collaborate and support colleagues when needed
- Ability to work with enthusiasm and pride as a member of the greater Saint Francis, Holy Cross Community and be passionate about helping students reach their full potential.
- Act as a role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way

Physical Requirements

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 25 lbs. in confined spaces

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Open until filled, but hoping to close applications by mid-April. Please send resume to Ann Lane, head librarian at: annlane@sfhs.com. See also school website for staff application: www.sfhs.com/jobs-at-sf

Saint Francis High School demonstrates a commitment to the continued creation of a diverse and inclusive environment and is proud to be an equal opportunity employer