**Posting Number:** 0602526  
**Working Title:** Library Support Assistant/Evening Circulation Desk Assistant  
**Work Schedule, hours/week:** Sunday-Thursday 5:15 PM- 2:15 AM; 40 hours/week. Hours for summer, interim, and finals vary.  
**Title Code:** C085  
**Type of Position:** Classified  
**Department (Bu) Code:** MULN29 - Mullins Library 29  

**About this College / Department:**  
**Minimum Qualifications:** The formal education equivalent of a high school diploma; plus one year of experience in library services.  
Ability to lift 25 lbs. Ability to push 125 lbs. on wheels.  
**Posting Date/Job Open Date:** 11-19-2013  
**Job Close Date:** 12-03-2013  
**Temporary?** No  
**Special Instructions to Applicants:**  
**Required Applicant Documents:**  
**Optional Applicant Documents:** Resume, Cover Letter  
**Recruitment Contact Information:** University Human Resources  
**Overall Purpose/Job Objective:** Provides patron service at the public service desks. Performs circulation desk functions, including circulation of materials and sorting and shelving returned materials. Enforces library regulations. Monitors exit gate alarms to verify proper checkout of materials. Keeps hourly record of statistics of patrons who enter or exit the library. Performs routine security checks of the building and facilitates contact with the University Police in the case of emergencies. Ensures that proper procedures are followed in securing the library at opening and closing. Reports to the Evening Circulation Desk Supervisor.  
**Benefits Eligible:** Yes  
**Preferred Qualifications:** Relevant library experience; experience working with the circulation module of an integrated library system, preferably Sierra; a strong customer service orientation; ability to use sound judgment; demonstrated attention to detail; and excellent organizational, interpersonal, and communication skills.  
**Salary/Hourly Range:** $19,798  
**Pay Grade Level:** C107  
**Work Location/Building:** Mullins Library/Circulation Department  
**Does this position require any license(s)/certification(s)?** No  
**Does this position require a background check?** No
If yes, please specify:

<table>
<thead>
<tr>
<th>Is this position weather / event essential?</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>If yes, the employee in this position will report to work at the scheduled time when the University is closed due to inclement conditions.</td>
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<tr>
<td>Anticipated Start Date:</td>
<td></td>
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<tr>
<td>Anticipated End Date (for hourly postings):</td>
<td></td>
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<td>Pre-employment Screening Requirements:</td>
<td>None</td>
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<tr>
<td>Department Home Page:</td>
<td><a href="http://libinfo.uark.edu/">http://libinfo.uark.edu/</a></td>
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<td>Overtime Eligible:</td>
<td>Yes</td>
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<td>Faculty Track Status:</td>
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<td>Faculty Type:</td>
<td></td>
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<tr>
<td>Quicklink for Posting:</td>
<td>jobs.uark.edu/applicants/Central?quickFind=55084</td>
</tr>
</tbody>
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The University of Arkansas is an Affirmative Action/Equal Opportunity Employer. The University welcomes applications without regard to age, race, gender, national origin, disability, marital or parental status, veteran status, genetic information or sexual orientation. Applicants must have proof of legal authority to work in the United States. All applicants are subject to public disclosure under the Arkansas Freedom of Information Act.