

**CAREER DEVELOPMENT
BRYN MAWR COLLEGE & HAVERFORD COLLEGE
ON-CAMPUS EMPLOYMENT OPPORTUNITY
FALL 2009/10**

Department: Gilbert Fowler White Science Library(Koshland)

Building: INSC

HC BMC

Contact Person: Heidi McKay
x1160

Telephone:

Email: hmckay@haverford.edu

Description of Position: Science Library Assistant
Reports to: Dora Wong

Assume all circulation duties including checking books in and out; shelving books; shelf reading; monitoring course Reserves; assist library patrons in locating materials; routine maintenance for photocopier and microfilm reader/printers (replacing toner and paper, etc.); maintaining the Tri-College bags; working on projects as assigned and maintaining order in general. Additional responsibilities could include processing of Interlibrary Loan materials and preparation of electronic reserves.

Hours Required: 6 minimum **

Skills/experience needed:

Work study preferred; reliable individual with a strong sense of responsibility essential. Able to work independently, and within a team of coworkers. Ability to learn and apply policies and procedures consistently, accurately, and thoroughly. Attention to detail in following routines. Willingness to follow instructions. Effective communication skills. Reliability. Alert, businesslike, courteous, and helpful behavior while on duty.

****Note:** Able to work flexible schedule including daytime, evenings, and/or weekend hours in Koshland. The work commitment extends through exam periods and includes finding a substitute for shifts that cannot be worked.

How to apply:

We are accepting applications on a rolling basis and forms can be found at our circulation desk and on our website at <http://www.haverford.edu/library/> .

(For office use only) Date posted:

Initials: