

University Libraries has an immediate opening for a Library Information Specialist at one of our Specialized libraries, the Journalism Library. Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 33144.

### **Position Summary Description**

Perform a wide variety of library functions. Responsible for inventory, management and maintenance of the journalism library's multimedia equipment and IT infrastructure in cooperation with Library Technical Services (LTS). The Journalism Library provides primary library support for the faculty, staff and students in the School of Journalism.

### **Key Job Duties**

#### Multimedia Management

- Inventory, management and maintenance of the journalism library's multimedia equipment and IT infrastructure in cooperation with Library Technical Services (LTS). Act as the primary troubleshooter when equipment and software issues occur.
- Help update and maintain software when requested by LTS.
- Work with patrons to troubleshoot equipment/technology/software problems. Refer technical problems to LTS.
- Identify library's changing equipment needs and make suggestions to librarian/LTS for new purchases based on patron inquiries
- Keep equipment drawers, cabinets, cubbies tidy, organized with proper photos and signage of contents.

#### Circulation, Reserve and Interlibrary Loan

- Assist with the Journalism Library's circulation duties, Reserves/E-Reserves and interlibrary loan systems.
- Process daily overdues, recalls, hold pickups. Verify and retrieve Merlin/Inn-Reach requests, Interlibrary Loan requests and document delivery promptly.
- Verify and retrieve interlibrary loan requests and paged book requests for Merlin/Mobius libraries
- Provide frontline communication and customer service to patrons regarding overdues, replacements and billing questions.
- Data entry in patron records, ensuring equipment agreements or notable paid fines are included in the record.
- Create lists of overdue/billed equipment and replaceable billed items. Advise librarian and LTS of equipment or books that should be replaced.
- Contact faculty each semester to gather, create, update materials on course Reserves/E-Reserves.
- Locate books, scan materials, upload content, cite content with APA style and add copyright permissions.
- Add metadata and copyright permissions to E-Reserve courses to be found on courses in Canvas.

- Contact patrons about overdue equipment. Work with patrons on returning, replacing late, lost or broken equipment.

### Supervise Student Assistants

- Assist in the hiring, functional supervision and training of student workers in the use of Sierra circulation system, multimedia equipment, online catalog, academic databases, how to assist patrons with great customer service attitudes.
- Create and lead student workers on various projects throughout the library from book displays, upkeep, and events to social media postings.
- Continually train and mentor student employees.
- Help maintain a student worker Canvas page that allows communication between all colleagues. Use Canvas to update workers on policy changes, make announcements about committees and plan events or workflow with student workers.
- Set and maintain student assistant accountability standards of work, attendance and productivity.

### Reference

- Assist students, faculty, and visitors via phone, email and in person in locating books and locating materials in print and online sources.

### Collection Maintenance

- Assist with collection maintenance, which includes shelving and shifting collections, when needed.

### Other Duties

- Serve as backup to opening the library if Senior Library Specialist is absent.
- Notify Senior Library Specialist or librarian when library supplies are needed.
- Schedule library conference room for faculty, visiting scholars, organizations, MU departments.
- Other duties and projects as assigned.

### **Nature of Work**

Performs technical, public service and administrative duties within a library setting. Responsibilities include cataloging, circulation, reserve, reference, training and interlibrary loan.

- Understands how tasks/activities relate to others on the team and how the team integrates with other related, similar teams
- Organizes and completes structured assignments according to priorities
- Performs moderately complex tasks in the area(s) of cataloging, circulation, reserve, collection management, promotional library materials.

- Provides solutions to problems in situations that are atypical or that occur infrequently
- Evaluates and selects solutions from established options/procedures
- Impacts own team through the quality of the services or information provided
- Communicates through the regular exchange of information, ranging from routine to complex
- Works with others in team to develop communication about the Journalism Library.

## **Salary**

Salary: \$13.27/hour

Grade: GGS-006

University Title: Library Information Specialist

Internal applicants can determine their university title by accessing the Talent Profile tile in myHR.

## **Shift**

Monday-Friday 8am - 5pm.

## **Minimum Qualifications**

A high school diploma and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary.

## **Preferred Qualifications**

- Must have working knowledge of a variety of multimedia software and equipment used by the journalism school and the ambition to continue to learn and keep skills current.
- Public service experience.

## **Application Materials**

Please include a cover letter and resume with your online application.

## **Benefit Eligibility**

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

## **Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

### **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

### **EEO IS THE LAW**

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)