



## Library Assistant

**Department:** Library

**Supervisor:** Karl Stutzman

**Hours:** 5-15 hours per week (depending on student availability and library need). Schedule will include evenings and Saturday hours.

**Pay:** \$10.40 per hour

**Anticipated start date:** May-June 2022

Application review begins immediately and will continue until the position is filled.

**Summary:** Work with AMBS librarians and a team of fellow students to deliver library services to your professors and classmates! Ideal for first-year students. Comfort with computers and customer service experience is a plus.

### Responsibilities and duties:

- Providing prompt, friendly library assistance to library users, including appropriate referrals to librarians for further assistance.
- Using applicable computer programs to circulate library materials to patrons, fill interlibrary loan requests, and process sales of bookstore merchandise.
- Shelving and handling of library materials.

### Qualifications and skills:

- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required
- Skilled in customer service
- Comfortable with library resources and research tools, such as reference materials, books, journals, and library search systems.
- Familiar with basic library functions: circulation, shelving, etc.
- Able to stoop, bend, reach, and lift 25+lbs; possess visual acuity.

### Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

*\*\*\*\*HR or Student Services Internal Note\*\*\*\**

*Date description was written/updated: 4/28/2022*

**Anabaptist Mennonite Biblical Seminary**

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