

The University of Akron
Classification Specification

Job Title:	Library Assistant	Job Code:	43711
Job Function:	Staff	Grade:	114
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	1/1/04;7/1/99

Job Summary:

Provide assistance to patrons at the Information Desk and provide clerical support to the department.

Essential Functions:

30% Manage the information desk by answering phones and responding to questions from patrons.

30% Perform numerous clerical duties including filing, faxing, making copies, and delivering mail.

25% Maintain office supplies and orders supplies or materials when necessary.

10% Perform data entry duties to account for inventory on the computer system and updates records.

5% Utilize the Akron and Ohio Link catalogs for locating books and records.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 years experience in office practices and procedures required with at least 6 months within a library environment preferred. Customer service skills and basic computer skills required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.