

## **PACIFIC NORTHWEST COLLEGE OF ART POSITION ANNOUNCEMENT**

The Albert Solheim Library at Pacific Northwest College of Art seeks a Library Assistant for a full-time (35 hours/week) position. We are a user-oriented team that works collaboratively on nearly all aspects of running a thriving and busy fine art library. While this position primarily serves in circulation, we are a small department and share decision-making and project duties. The library works closely with students, staff and faculty in all departments campus-wide. The ability to work alongside and communicate with a diverse population is essential.

Join a team of energetic education enthusiasts at the finest college of art and design in the Pacific Northwest in our beautiful, light-filled library.

Diverse candidates are strongly encouraged to apply.

### **Position terms**

35 hours per week

Requires evening, nights (until 10 pm), and weekend shifts. A set schedule will be provided.

## **PACIFIC NORTHWEST COLLEGE OF ART JOB DESCRIPTION**

**DATE:** July 24, 2017  
**POSITION:** Library Assistant  
**DEPARTMENT:** Library  
**REPORTS TO:** Director of Library Services  
**FLSA STATUS:** Non-exempt  
**GRADE:** B

### **PRIMARY PURPOSE:**

The Library Assistant is the first point of contact for our community in the library and is responsible for library operations and those of the service desk. These activities include, but are not limited to: supervising and training work-study students, basic reference services, circulation, collection maintenance, copy cataloging, and collaborative planning and implementation of library initiatives.

### **DESCRIPTION OF DUTIES & RESPONSIBILITIES:**

#### Primary Job Functions

- Daily lead (training & supervision) for student employees
- Ensure that library runs effectively in all daily operations
- Interpret and communicate library policies and procedures to all patrons.
- Sort and reshelve returned books, periodicals, and other materials
- Catalogue and maintain library materials
- Handle and process interlibrary loans and course reserves
- Answer routine reference questions
- Assist patrons with library resources
- Oversee appropriate use of the library by all users, including community patrons, when on shift
- Help update library website, including book reviews, photographs, video files, editing and link maintenance
- Work collaboratively with library staff to establish policies and procedures and work on special projects

#### Additional Job Functions

- Troubleshoot printer, computer and copier issues. Stock printers and copiers with toner and paper.
- Assist with bi-annual inventory of collection.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS:**

- Library or related work experience.
- Customer service experience.
- Some college level credits or experience working in an institution of higher education.
- Intermediate computer skills—word processing, data entry, web navigation.
- Knowledge of (or affinity for) Fine Art, Design, Craft.
- Ability to work independently and in teams.

- Ability to communicate professionally with faculty, staff, and students.
- Excellent organizational skills and attention to detail, as well as problem-solving skills.
- Ability to assign and lead the work of others.

**PREFERRED QUALIFICATIONS:**

- Undergraduate degree related to art.
- Basic knowledge of library operations and research methods.
- Some knowledge of the history of art.

**PHYSICAL REQUIREMENTS (When applicable):**

- Ability to lift 40 pounds
- Ability to read small text
- Ability to use a computer for extended periods of time

**Diversity Statement:**

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. PNCA is therefore committed to a policy of equality in our admission and employment practices. All students and employees will be treated fairly at all times and without regard to race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, source of income, sexual orientation, gender identity and expression, or the presence of any sensory, physical, psychological or learning disability, and all other bases prohibited by local, state, or federal law. PNCA welcomes applications from candidates that expand the college's diversity.

To apply, please email your cover letter and resume with references to:

Serenity Ibsen  
[sibsen@pnca.edu](mailto:sibsen@pnca.edu)

or mail to:

Serenity Ibsen  
PNCA Library Assistant Search  
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Portland, OR 97209