### GRADUATE ASSISTANT POSTING

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Circulation Services and Reserves Graduate Assistant</th>
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<tbody>
<tr>
<td>NUMBER OF POSITIONS:</td>
<td>1</td>
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<tr>
<td>PERCENT (50% or 25% ONLY):</td>
<td>50%</td>
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<tr>
<td>TIME PERIOD OF POSITION:</td>
<td>Fall 2019 - Spring 2020</td>
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<td>UNIT:</td>
<td>Circulation Services</td>
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<tr>
<td>LOCATION OF POSITION:</td>
<td>1st floor, Circulation Desk</td>
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<td>CONTACT PERSON:</td>
<td>Marissa Ellermann</td>
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<tr>
<td>CONTACT PHONE NUMBER:</td>
<td>618-453-1159</td>
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### GENERAL RESPONSIBILITIES:
- Assist in providing coverage at the special services desk helping patrons and serving as the first point of contact for student worker questions.
- Process physical reserves requests for instructors.
- Assist in organizing and maintaining the Reserves collection and recording statistics.
- Provide basic maintenance to our reserves equipment and report issues to appropriate parties.
- Process reserves paperwork and add notes to appropriate accounts.
- Correspond with faculty about requests, as necessary.
- Monitors and resolves daily overdue reserve reports.
- Assist in the material retention letter process.
- Maintain reserves supplies and paperwork used in circulation.
- Other duties as assigned.

### REQUIRED QUALIFICATIONS:
- Acceptance to SIU Graduate School.
- Experience working at a library.
- Experience conducting research, including finding article citations online.
- Must be flexible and able to adapt to changes in workflow or circumstance.
- Must have a strong attention to detail.
- Must be a self-starter who can work at a steady pace with minimal supervision.
- Must be able to work a set, 5-day schedule, including Sunday.
PREFERRED QUALIFICATIONS:
- Working knowledge of databases currently used at Morris Library.
- Strong preference for experience working at a university or college library.
- Experience with laptop use and maintenance, both Dell and Mac.

DATE OF POSTING: 4/26/19

DEADLINE FOR APPLICATION: 6/15/19 or until filled

INSTRUCTIONS FOR APPLICATION SUBMISSION:
Please submit a completed application, which can be found at the provided link below, a current resume, and 3 professional references to the Administrative Office on the second floor of Morris Library. If you have an official Fall 19 Class Schedule, please submit that as well.