Baker College Professional Services, Inc. seeks to hire an individual to be assigned to the position of ACADEMIC RESOURCE ASSISTANT – LIBRARY (PART-TIME) for the benefit of and to be located at Baker of Auburn Hills.

GENERAL STATEMENT OF DUTIES:
As a member of the Academic Resource Center, this position is responsible for campus circulation desk services, interlibrary loan services, and maintenance of library resources. When needed, this position also assists with regular services provided within the Academic Resource Center.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:
- Associate’s degree from an accredited college or university required; Associate’s degree from an accredited college or university in Library, Math, English, Education, or Computers preferred
- Knowledge of automated circulation systems required
- Experience working with the public and willingness to share information required
- Experience working with students in an education setting is preferred
- Previous work experience in a library environment is preferred
- Careful attention to detail and accuracy a must
- Must be knowledgeable in Microsoft Office Suite and Google Apps
- Preferred knowledge of Koha, and Innovative Millennium
- Must have excellent verbal and written communications skills

DUTIES AND RESPONSIBILITIES:
- Assists in overseeing the operations of the circulation desk
- Checks in and out library materials
- Collects money for fines and fees
- Maintains circulation records and statistics
- Answers general reference and information questions, referring more complex inquiries to immediate supervisor
- Assists in training and supervising Workstudy students
- Processes Interlibrary Loan requests via MelCat and Koha systems
- Performs collection maintenance; including shelving of materials, processing books, inventory and material mending
- Ensures circulation policies and procedures are followed and refers issues to supervisor as appropriate
- Monitors the operation of equipment, reporting repair and maintenance needs to appropriate staff
- Assists with the development of ARC (Academic Resource Center) policy
- Participates in meetings and projects as assigned
- Other duties as assigned

WORK SCHEDULE: Up to 28 hours per week, 52 weeks per year

REPORTS TO: Coordinator of Library and Information Resources

STARTING DATE: August 1, 2017

COMPENSATION: Hourly rate based on education, experience, and existing wage rates for similar positions within Baker College Professional Services, Inc.

APPLICATION PROCEDURE: Please submit cover letter and resume via email only by July 10, 2017 in care of:
Baker College Professional Services, Inc.-AH
Human Resource Department
E-mail: hr-ah@baker.edu
www.baker.edu
AA/EOE

Baker of Auburn Hill’s combined Annual Security and Fire Safety Report is available to anyone. This report is required by federal law and contains policy statements and three years’ worth of crime statistics for the school. This report is available online at http://www.baker.edu/media/ckfinder/files/Security-Report-AH.pdf. You may also request a paper copy from the Baker of Auburn Hill’s Campus Safety office.