

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Library Collections Assistant**

Department: **Mabee Learning Center**

Supervision received: Director of Library Services, Librarians

Supervision given: Student Workers

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose

The Library Collections Assistant is responsible for aiding the librarians with acquisition, processing, and maintenance of both the digital and print library collections. The incumbent will assist as a team member to provide excellent customer service and access to library materials.

Essential functions

- Oversee and complete technical processing and collection maintenance projects as assigned by librarians
- Assist in the acquisition and ordering process for all library materials
- Run reports and maintain organized data in relation to collection maintenance/development projects
- Hire, mentor, and train student workers in the library collections department, exhibiting the traits of servant leadership

Other duties

- Demonstrates collaborative work habits and a positive attitude and understanding of libraries
- Supports and participates in university life

Knowledge, skills, and abilities

- Confidence in using Excel and other Office Suite software programs
- Excellent interpersonal, organizational, written, and oral communication skills
- Ability to work effectively and collaboratively with colleagues, students, faculty, and staff

Education

Preferred: Bachelor's Degree in a related field

Required: Associate degree in any field

Experience

Preferred: 1-2 years library experience

Equipment

- PC and relevant Office suite software
- Printers, copiers
- Library Management System

Physical Requirements:

- Ability to operate computers and other equipment, answer telephone calls, and communicate effectively with a variety of constituents
- Sufficient mobility and physical stamina to walk up and down the stairs of the library, shift library materials and to lift and carry moderately heavy loads

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a local evangelical church

11.15.2022