Job ID: 4914
Job code: 2887

Major Duties

Under general direction, the Reserve, Periodicals and Microform (RPM) Assistant serves as the backup to the Reserve Periodicals Microform Supervisor and provides overall assistance in the RPM unit. The incumbent interacts with faculty, staff and students to facilitate operations of the RPM unit, including facilitation of patron access to the RPM collection and resolution of problems as they occur; compiles area statistics on a prescribed basis; orders supplies to support RPM activities; coordinates the processing of materials placed on reserve, including processing Electronic Reserve items; locates bibliographic records, and enters items into Library catalog system Reserve module; assists with copyright questions; directly supervises student employees engaged in Reserves processing, and assists supervising other student employees working in the RPM unit; works on special projects, and performs other duties as assigned.

Qualifications

Three years Library Assistant experience with GED or equivalent OR two years Library Assistant experience with two years of college OR 1 year Library Assistant experience with a Bachelor's Degree in job-related field required. Experience working with blogs, web pages, and other content delivery applications preferred.

Knowledge, Skills & Abilities

General knowledge of library collection organization and classification scheme and ability to interpret bibliographic records. Basic knowledge of national standards and guidelines pertaining to libraries, including working knowledge of institution's standards pertaining to copyright and intellectual property protection and the ability to source and apply such policies and standards to avoid potential violations. Working knowledge of institution's and library's policies and practices associated with the ethical use of and access to library and on-line resources. Ability and specialized skills to: interpret library unit's policies and procedures and apply them accurately in performing work functions, as well as the ability to evaluate procedures and recommend changes; fully utilize standard and non-standard features of various on-line resources and standard desktop software packages, such as word processing and spreadsheets, to perform technical work or assist patrons; compile and present information in an organized manner; effectively provide lead work direction and training to student workers and an understanding of employment and payroll procedures related to student workers. Candidate must possess excellent customer services skills; full proficiency in the use of automated library system(s) and subsystem(s) pertaining to functional area; demonstrated problem solving and research skills to address standard and non-standard work problems; and effective communication and interpretive skills to be able to assist
in resolving patron problems and complaints, assess patron information needs, and orient and guide patrons in use of library resources.

**Pay, Benefits, & Work Schedule**

The university offers an excellent benefits package.

The salary range for this classification is: $3101 - $5213 per month.

The anticipated hiring range: $3101 - $3400, dependent upon qualifications and experience.

Hours: Full Time; 40hrs/wk; 8:00am-5:00pm, Monday through Friday; may include some evenings and weekends.

**General Information**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**How To Apply**

Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Application Screening begins August 18, 2015, and will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University.

For more detailed information on the application and hiring process, please view the link below:

[http://www.csun.edu/careers/](http://www.csun.edu/careers/)

**Equal Employment Opportunity**

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical
condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.