

Circulation Assistant
Mississippi College School of Law Library
Job Description

Position Summary:

The Law Library Circulation Assistant assists the Research, Instructional Services, and Circulation Librarian in the operation and management of the Circulation Department. Duties include, but are not limited to, assisting library patrons as needed, checking items in and out of the library, preparing overdue notices and collecting fines, updating print materials, and other duties as assigned.

The position requires a knowledge of library routines, including library automated systems and technology, and excellent communication and interpersonal skills. The Circulation Assistant must enjoy working with students and faculty as he/she is the first point of contact in the Law Library.

Essential Responsibilities:

- Interact with and assist library patrons with circulation and general library needs
- Maintain timesheets for library support staff and student workers; complete the departmental time sheet each pay period
- Issue library cards for attorneys; keep records for yearly renewals
- Serve as the Library's first point of contact by answering the telephone and by covering the circulation desk
- Maintain and update course reserve items
- Compile and order lists of supplies for library staff

Secondary Responsibilities:

- Assist the Circulation Librarian with special projects
- Keep copiers stocked with paper and change

Education/Experience:

A minimum of two years of college or extensive circulation/secretarial experience, preferably in public services, is required. Knowledge of legal materials is not required but is preferred. Familiarity with computer technology, including Microsoft Office and other library automated systems, is required.

This position requires an individual who enjoys working with students and faculty, who is friendly and helpful, who is organized and efficient, who shows flexibility and adaptability, and has a cooperative attitude with the Research, Instructional Services, and Circulation Library and all other library staff.