

Miami University Libraries
King Library – Circulation Services
Graduate Assistants Job Description

Position Concept:

The graduate assistant in King Library's Circulation Services provides a wide variety of services to the public. Among the essential operations of Circulation Services are lending of library materials and diverse functions associated with tracking and managing the circulation of materials, including maintenance of computerized user records. The Circulation desk is a main contact point in the library, fielding a diversity of inquiries. The graduate assistant will often oversee activities at the desk and supervise student employees.

Responsibilities:

- Provide a wide range of library services to at a public service desk, including the check out & check in of materials; maintain library user records; troubleshoots problem that may occur in the unit.
- Respond to a wide variety of general informational questions from library users using a broad understanding of the library operations.
- Monitor activities in the facility during evenings and on weekends; function as liaison to the campus police reporting problem and responding appropriately to safety and security issues.
- Assist in the training of student employees.
- Collect library-related fees & sell miscellaneous items to library users.
- Assign, supervise, and monitor the work of student employees.
- Create and maintain electronic records in library's databases.
- Open and close the facility on weekends and evenings.

Qualifications:

The graduate assistant must be able to work some evenings and weekends, to work cooperatively with the library staff, and to effectively supervise student assistants. Prior supervisory experience is desirable. Good organization & communication skills and the ability to work with a diverse public are essential. Basic computer skills are preferred.

The successful candidate in King Library's Circulation Unit will meet all university requirements for the graduate school. The graduate assistant position is a one-year contract that may be renewed contingent on satisfactory performance, availability of funding, and continued enrollment in the Graduate School.