

Assist in the management of the inter-library loan and resource sharing processes, procedures and reporting compliance for Illinet, consortium, and CONTU.

Assist in the planning, implementation and promotion of library services, resources, events and displays.

Assist library technical staff in translating library policy and procedures into automated library system function and maintenance of library relational database.

Provide support to library users in the use of library resources and technology.

Assist with the production of College photo ID cards.

Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

Possess excellent organizational skills

Have knowledge, with a strong emphasis in research processes and problem solving techniques

Ability to effectively manage multiple and competing priorities

Demonstrate clear and effective written and verbal communication skills

Provide strong and clear communication, customer service, and inter-personal skills

Self-initiative and ability to work independently

Able to cooperatively work with diverse groups of students and staff

Understanding of general administrative processes and procedures

Understanding of Microsoft Office Productivity Suite

Understanding of basic computer operations and office equipment

Demonstrates efficient keyboard and data entry accuracy and speed