

LIBRARY ASSISTANT JOB DESCRIPTION

The Library Assistant is a valued member of the CESL staff. Having a Library Assistant who is a graduate student from the School of Information Resources and Library Science at the University of Arizona (or an equally qualified individual) allows the CESL Library to remain up-to-date with current library practices, and creates a knowledge base from which to draw and develop ideas for the future.

The Library Assistant at the Center for English as a Second Language (CESL) performs a variety of duties that support both CESL and the CESL Library's missions day-to-day and with an eye towards the future. The Library Assistant is supervised by the Coordinator for Curriculum & Assessment (Mike Lindsey) and works 20-25 hours per week. His/Her duties include, but are not limited to:

- ☞ performing copy and original cataloging of the library's ever-expanding collection
- ☞ researching and recommending acquisition of books and other materials
- ☞ training Support Personnel to use the ResourceMate Plus software for check-out, check-in, and cataloging
- ☞ generating criteria-based reports on collection usage with the ResourceMate Plus software
- ☞ coordinating the CESL Individual Reading Program
- ☞ performing general circulation tasks (checking materials in and out, creating library accounts, etc.) and/or overseeing Support Personnel in such performance
- ☞ providing reference service to students and faculty
- ☞ recommending acquisition of books and media to the Coordinator for Curriculum & Assessment based on faculty input
- ☞ purchasing CESL course texts online via the U of A Bookstore
- ☞ preparing the faculty's instructional materials for distribution
- ☞ assisting in publisher-sponsored departmental book fairs
- ☞ conducting library orientations and workshops
- ☞ other duties as assigned