

Job Title: Library Assistant (Federal Work Study)

Erikson Institute, a graduate school in child development located in downtown Chicago, is seeking to hire a part-time Library Assistant. This position reports to the Access Services Librarian.

Roles & Responsibilities

The Edward Neisser Library houses a unique collection of approximately 20,000 volumes that support the social work, child development and early childhood education curricula at the Institute.

The Library Assistant is responsible for staffing the Circulation/Information Desk during assigned shifts and assisting with the general functions of the Edward Neisser Library. This includes responding to library users' questions, circulating library materials, and basic technology troubleshooting. This position also opens and closes the library according to established procedures as necessary.

The Library Assistant is also responsible for assisting with collection maintenance by processing new material, shelving returned material, and conducting shelf-reading and inventory as assigned. Special projects may also be assigned including - but not limited to - scanning library material, creating displays and signage, and reorganizing library collections.

Essential Duties

- Respond to general inquiries as presented in-person, over the phone, and via email
- Check in and out library materials
- Fulfill holds on library materials
- Assist users with locating library materials and using library technology
- Shelf materials according to procedure
- Process library materials for inclusion
- Open and/or close the library according to procedure
- Other duties as assigned

Qualifications:

- Must be a matriculated or current Erikson student
- Some work experience involving attention to detail and/or customer service

- Excellent verbal and written communication skills
- Demonstrated attention to detail and service-oriented disposition
- Demonstrated ability to work both independently and collaboratively
- Proficiency in use of Microsoft Office Suite

About Erikson Institute

We are the premier early childhood development organization committed to ensuring that all children have equitable opportunities to realize their potential.

Erikson Institute's graduate school uniquely prepares child development, education, and social work leaders to improve the lives of young children and their families. Our impact and influence are further amplified through our innovative academic programs, applied research, direct services in the community, and advocacy and policy and leadership.

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, national or ethnic origin, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, veteran status, or any other classes protected by federal, state, or local laws. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

To learn more, please visit our web site at www.erikson.edu

To Apply:

Please email a cover letter and resume in PDF format to:

Erikson Institute, Edward Neisser Library
Attn: Lindsey Sturch, Public Services Librarian
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Chicago, IL 60654
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