JOB VACANCIES

The CUNY Law School Library has the following two positions open for applications:

1) Afternoon/Evening Circulation Assistant (Part-Time)
2) Technical Services Clerk (Part-Time)

Evening/Weekend Circulation Assistant (Part-Time)

Under the direction of the Access Services Supervisor (Evening), the individual will be responsible for basic clerical duties and other library work. Examples of these tasks include:

1. Performing circulation desk procedures, such as checking in and checking out materials.
2. Assist patrons at the Circulation Desk; answering basic reference and library policy questions; and locating both print and electronic materials using various online databases.
3. Assists patrons with mechanical operations of library equipment.
4. Shelving books and maintaining the orderly arrangement of the book stacks.
5. Update circulation records and statistics.
6. Perform other work as assigned.

Qualifications:

- Requires a high school diploma or GED and previous library work experience.
- Excellent communication and interpersonal skills required.
- Flexibility in scheduling, reliability and punctuality a must.
- Ability to work weekends, including Saturdays and occasional Sundays is required.

Salary/Hours:

Salary: Between $16.00 and $17.00 an hour depending on qualifications and experience.
Hours: Monday - Thursday, 6:30 p.m. – 9:30 p.m. and Saturday 8:30 am – 4:30 p.m.

Technical Services Assistant

Under the supervision of the Assistant Director of Technical Services, the individual will be responsible for assisting in a full range of day-to-day activities and processes of the technical services department in the Law Library.

Responsibilities include maintaining administrative invoice records and files, executing all aspects of serials processing, updating and editing records in the Library Information System, and troubleshooting and resolving basic problems that may arise in acquisition workflow. The work requires that the employee have knowledge, skill, and ability in every phase of library technical services functions. Examples of tasks include:

1. Opens and distributes technical services mail.
2. Responsible for serials, acquisitions, and processing.
3. Processes payments through CUNYFirst.
4. Verifies payments against invoices and statements.
5. Maintains records of acquisitions, and resolves routine problems in procedures.
6. Performs a variety of library clerical tasks, as assigned.
7. Performs related work as required.

**Qualifications:**

- Requires a B.A. or substantive library experience in a technical services department.
- Previous technical services experience required.
- Knowledge of technical services terminology and procedures.
- Knowledge of Aleph Integrated Library System, acquisitions and cataloging modules preferred.
- Knowledge of Alma Integrated Library System desired.
- Working knowledge of RDA and MARC.
- Excellent ability to understand and follow written and oral instructions.
- Excellent attention to detail and ability to maintain library records and carry out library procedures.
- Excellent communication skills, oral and written.
- Ability to establish and maintain effective working relationships with superiors and associates.

**Salary/Hours:**

Salary: $18.00 – $20.00 an hour depending on qualifications and experience.
Hours: Monday – Thursday, 9:00 am – 2:00 pm.

**How to Apply:**

Please send a cover letter and resume to: hr_recruitment@law.cuny.edu with the subject line: Library Part Time Position.

Questions about either position can be directed to hr_recruitment@law.cuny.edu as well.

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.