**Learning Commons Assistant (Part-Time) - Loyola University New Orleans**

The Loyola University New Orleans Monroe Library seeks to fill the position of part-time Learning Commons Assistant. The Monroe Library Learning Commons (LC) is a developing collaborative space where students, faculty, and staff come together to study, learn, teach, create, and socialize. The Learning Commons Assistant will provide basic circulation, reference, and technology assistance in a collaborative environment with the rest of the Monroe Library faculty and staff. The position is responsible for managing the library facilities during the evening, and collaborates with the Learning Commons Manager to train, supervise, evaluate, and mentor student employees.

The part-time Learning Commons Assistant’s work schedule during the Fall and Spring semesters are: Sunday - Thursday: 4pm-9pm. Summer and intersession scheduling will vary.

Qualifications: College degree, or two years of college and two years of library work experience; excellent customer service skills with a demonstrated ability to work in an active learning environment and juggle multiple tasks; excellent interpersonal, written and verbal communication skills with clear evidence of ability to interact effectively and cooperatively with faculty, staff, students and others; demonstrated problem solving skills, motivated to learn new things; strong commitment to team-based work and a high degree of accuracy in complex, detailed work; willingness and ability to make temporary or permanent schedule changes to ensure optimal staffing of service area; skills and experience using a variety of hardware and software applications including but not limited to MS Office, scanning, audiovisual equipment, and web page publishing. Experience trouble-shooting technical problems.

Additional desirable qualifications: Experience working in an academic library service environment; library circulation experience; computer lab experience; skills and experience supervising, scheduling, and training; skills and experience in project planning and implementation in a service environment.

Physical requirements: Ability to lift and carry a minimum of 20 lbs.

For consideration, please submit your cover letter and resume to: resumes@loyno.edu . Please indicate the title of the position in the subject line of your email.

For more information regarding employment, please visit <http://finance.loyno.edu/human-resources/staff-employment-opportunities>

To learn more about the Monroe Library, please visit <http://library.loyno.edu/>

About us:Loyola University New Orleans, a Jesuit and Catholic institution of higher education, welcomes students of diverse backgrounds and prepares them to lead meaningful lives with and for others; to pursue truth, wisdom, and virtue; and to work for a more just world. Inspired by Ignatius of Loyola's vision of finding God in all things, the university is grounded in the liberal arts and sciences, while also offering opportunities for professional studies in undergraduate and selected graduate programs. Through teaching, research, creative activities, and service, the faculty, in cooperation with the staff, strives to educate the whole student and to benefit the larger community.

Loyola University is an Equal Opportunity/Affirmative Action employer.