

## ***Learning Commons Evening/ Night Assistant - University Library***

### ***J. Edgar & Louise S. Monroe Library, Loyola University New Orleans***

The Monroe Library Learning Commons (LC) is an active space where students, faculty, and staff come together to study, learn, teach, create, and collaborate. The position is responsible for providing circulation, basic reference, referrals, technology assistance, and managing the library facilities and front desk during evening/night hours. The LC Evening/Night Assistant will collaborate with the Learning Commons Director to train, supervise, evaluate, and mentor student employees, especially with regard to student employees who only work during evening/night hours and those working on stacks maintenance. This position is responsible for stacks maintenance and managing the student employees who assist with that work.

The Learning Commons Evening/Night Assistant position is a full-time non-exempt staff position. The work schedule varies depending on the university's academic calendar, library hours, and LC desk coverage. During the regular school year, this position's hours are 4pm-12:15am. Hours may be subject to change, and will require adjustment during extended study, breaks, intersession, and summer when library hours are longer or shorter. Flexibility of schedule is required for this position.

Qualifications: Bachelor's degree or equivalent years of experience. Excellent customer service skills, demonstrated ability to work in an active learning environment and juggle multiple tasks. Excellent interpersonal skills, communication and writing skills, and clear evidence of ability to interact effectively and cooperatively with faculty, staff, students and others, both in person and online. Demonstrated problem-solving skills, motivated to learn new skills and concepts. Willingness and ability to make temporary or permanent schedule changes to ensure optimal staffing of the service area. Strong commitment to team-based work and a high degree of accuracy in complex, detailed work. Ability to accomplish tasks and projects alone and in cooperation with others. Skills and experience in the use of varied computer applications, scanning, printing, spreadsheets, etc. Basic troubleshooting skills with computing, scanning, and printing. Demonstrated ability to learn and adapt to new software and technologies. Preferred Qualifications: Experience working in an academic library service environment. Library circulation or access services experience. Familiarity with integrated library systems, especially with regard to users and circulation. Experience with the Library of Congress call number organization. Experience with Google Suite applications. Skills and experience supervising, scheduling and training.

Physical Requirements: Lift and carry equipment, supplies, or materials weighing up to 20 lbs. Access upper library shelves with a step stool and bend to lower shelves. Push a fully loaded, wheeled, book cart, up to 100 lbs. Sustain long periods of standing/walking back and forth. Bend, stoop, and reach equipment and materials.

**To apply for a currently posted position , please email your resume, cover letter, and three references with the job title as the subject to: [resumes@loyno.edu](mailto:resumes@loyno.edu).**

Please complete our EEO Inquiry Form when applying for the following currently posted positions.

Please do not include the EEOC form in the same email with your resume or with the printed application.

Only candidates who are interviewed will receive responses.