

Corban University
Position Description

LIBRARY – ADMINISTRATIVE ASSISTANT

DEPARTMENT:	Library
REPORTS TO:	Library Director
SUPERVISES:	N/A
FLSA STATUS:	Part Time (30 hours)/ Non-Exempt
	Note: This position is scheduled during the academic year: August-May
REVISED:	October 2014

NOTE: Application process located at the end of this document.

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: Summary: Provides customer service to library patrons and support for library services in support of the University's mission.

ESSENTIAL FUNCTIONS:

Circulation

- Manage the Circulation Desk activities/oversees student assistants during shifts
- Manage student and community patron accounts including data management in Voyager
- Create and manage forms, promotional documents and signage related to Library circulation, processes and events including maintenance of online forms and statistics
- Compile year-end reports
- Oversee the neatness and orderliness of the circulation and public areas of the library
- Oversee usage and maintenance of library technology acting as liaison with IT and Campus Care for assistance when needed.
- Process and maintain all materials for faculty reserve shelves
- Manage borrowing/lending and email request processes.
- Train/oversee student assistant
- Serve as the library's courier contact person preparing and managing shipments and submitting monthly courier statistics to Orbis/Cascade

Other duties

- Provide Duplicate Exchange assistance – handles all stamps/checks and records in Excel file
- Sort and distribute in-coming mail for library
- Maintain all supplies at circulation desks/computer labs
- Participate in webinars and attend conferences as requested.

- Participate in selected list serves relevant to job
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Ability to organize, motivate, and positively influence others to meet established goals.
- Possess the desire and relational competency to serve students intentionally and professionally
- Ability to perform basic math routines using whole numbers, fractions and decimals; compute routine formulas (percentages, interest, etc.); apply concepts of basic algebra and geometry
- Ability to define problems, collect data, establish facts and draw valid conclusions; interpret a variety of instructions, some technical in nature
- Ability to respond to common inquiries or complaints from students, parents, alumni, or members of the education and business community. Ability to effectively present information to public and/ or on-campus groups

QUALIFICATIONS AND REQUIREMENTS:

- Associates degree (A.A.), or one to two years related experience and/or training; or equivalent combination of education and experience
- Demonstrated effective written and oral communication skills as well as experience with group process techniques.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Employees should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS:

- Work is usually performed in an office environment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- At least three professional references
- Completed Corban staff application (found on our website: www.corban.edu/employment)

Send or email to:
Corban University
Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316