Library Assistant

SCNM is a school of medicine and health sciences grounded in naturopathic principles. Dedicated to the ideal that everyone deserves high quality health care, we engage students in rigorous innovative academic programs, discover and expand knowledge, and empower individuals and communities to achieve optimal health. Naturopathic physicians diagnose, treat, and help prevent diseases using a system of practice that is based on the natural healing capacity of individuals. In addition to the medical college, SCNM operates a medical center onsite. Located in Tempe, Arizona, the overall environment is vibrant and dynamic, with passionate students, staff and faculty.

POSITION PURPOSE:

Facilitates student learning by helping to provide a suitable learning environment at the Library, through the provision of appropriate materials and services that enhance learning, support the curriculum, and help to complete the larger institutional mission of naturopathic medical education, patient care, and research. Assists the Library Director as needed in a wide variety of tasks, which include ensuring the daily efficiency of operations, the establishment of Library services priorities and the campus community’s overall satisfaction with its library and information services.

DUTIES AND RESPONSIBILITIES:

- Assist patrons at the front desk to answer their circulation and reference questions
- Provide basic instruction to patrons on usage of databases and location of books and journals
- Assist patrons with use of library computers, general software and office equipment
- Process and catalog books, journals and multi-media materials to be ready for circulation
- Track overdue or lost books, collect fines and process lost book payments
- Acquire, manage and process books for faculty reserves
- Complete interlibrary loan requests, maintaining accurate records
- Schedule, coordinate and proctor student makeup tests
- Facilitate the acquisition of materials and assist with order placement
- Maintain and order adequate supplies for the library
- Mend or withdraw materials in need of binding, repairing or discarding
- Track library statistics and submit timely reports
- Other duties as necessary

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of libraries work environment
- Excellent computer skills with knowledge of current business software and/or library databases
- Exceptional attention to detail
- Ability to communicate effectively both orally and in writing
- Excellent customer service abilities
- Ability to work within a team environment
- Excellent organizational ability
- Ability to prioritize
QUALIFICATIONS AND REQUIREMENTS:

- High School diploma or equivalent (GED)
- 1+ years as a library assistant or library technician
- Or, any equivalent combination of education and/or experience
- Some college preferred
- Experience in an academic or health science library preferred

$12 - $14 p/h DOE

SCNM is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. SCNM is a Smoke-Free campus.

** Once an offer is accepted, all external applicants are subject to a pre-employment drug screen and background check. Offers of employment shall be contingent upon successful completion of the drug testing and background check process.