



Mid-Atlantic Christian University Announcement for Part-Time Position

Librarian Assistant, Technical Services and Acquisitions

Position Description:

This is a part-time staff position, beginning May 1, 2019 (may be able to negotiate an earlier start). The librarian assistant performs a variety of library clerical and technical duties including ordering, receiving, and processing library materials; provides reference and circulation assistance, oversees inventory and Interlibrary Loan.

Qualifications:

Associate degree with experience in a field involving customer service or educational work. Library experience is preferred, or a combination of training and experience which provides the required knowledge, skills and abilities. The ability to use computers and library software to input and retrieve data, as well as help patrons with using library computers. Ideal candidates should have the ability to communicate orally and in writing. The applicant must be respectful to the Stone-Campbell faith tradition, and in full agreement with the school's doctrinal statement.

Responsibilities:

- Perform all functions at the circulation desk including set-up and closing; registering patrons; explaining library policies and procedures; assisting users in locating books and information; checking out and returning materials; and collecting and recording fines and fees.
- Manage overdue records and maintain all files relating to them.
- Create forms and circulation statistics reports using library software.
- Manage magazine and newspaper subscriptions and collection.
- Oversee gift items and memorials.
- Supervise and train student workers and volunteers.
- Request interlibrary loans and maintain interlibrary loan statistics.
- Shelf books and maintain shelf order. Participate in the library orientation and information literacy instruction.
- Has the ability to lift and move boxes, equipment, and/or furniture up to fifty (50) pounds.
- Other duties as assigned.

Application Process:

Send (1) a letter of application, (2) a resume, (3) unofficial copies of all transcripts, and (4) a list of three references (two professional and one spiritual) whom the university may contact. All materials may be sent to Dr. Beth Strecker, Library Director, Mid-Atlantic Christian University, 715 N. Poindexter Street, Elizabeth City, NC 27909. Materials may also be sent via email: beth.strecker@macuniversity.edu.

Applications without each of the four aforementioned components will not be reviewed. The application process remains open until the position is filled. To learn more about Mid-Atlantic Christian University, visit the web site at www.macuniversity.edu.

Degrees from outside the United States must be validated by an organization belonging to the National Association of Credential Evaluation Services (NACES). An evaluation report from an accrediting organization must be submitted prior to any decision to hire. To view a listing of the current members of (NACES), please visit <http://www.naces.org/members.htm>.

Final offer of employment will not be made until the candidate also submits a criminal background check and drug testing results.

Mid-Atlantic Christian University, a private, faith based, four year college is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

Mid-Atlantic Christian University is accredited by:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate, and baccalaureate degrees.