



LIBRARY ASSISTANT – Part-time

Title: Library Assistant

Reports to: Library Manager

Summary: A part-time position working with the American Numismatic Association's Dwight N. Manley Numismatic Library. This position will assist the Library manager with fulfilling Library book requests from members, completing research requests, and limited cataloguing of the ANA's holdings. This will include communication with ANA members and other Library patrons and computer data entry. This position is nonexempt.

Maximum 28 hours per week. Standard working hours are during the period of Monday through Saturday, 8:30am to 5:00pm, and will be scheduled with the Library manager upon hiring.

This job description does not imply an employment contract, nor is it intended to include every duty, task or instruction for which the employee is responsible. Other tasks may be assigned, based on business needs and/or the department supervisor's request.

Job Responsibilities:

- Catalog limited portions of the collection into the EOS.web database
- Generate labels for objects
- Library maintenance, including reshelving items, reviewing Library shelves for accurate item order, etc.
- Assist with circulation desk inquiries (Library) and reception desk services (Money Museum) per staffing needs
- Assist in work with the ANA archives, including preserving and digitizing physical collections

Skills and Qualifications:

- Strong typing skills
- Strong writing and editing skills
- Computer and data-entry proficiency
- Ability to learn and manage new computer software and hardware functions
- Detail oriented with the ability to perform repeated functions consistently
- Customer service skills and the ability to communicate in detail with Library patrons
- Self motivated

Preferred:

- Desire to work in the library or archival fields
- Interest in history and research processes
- Desire to learn about numismatics

Library Assistant: _____ Date: _____

Library Manager: _____ Date: _____