



Position Description

Job Title: Library Assistant	
Department: Medical Education	Date: May 1, 2025
FLSA: Non-Exempt	Work Location: Auburn Campus
Employee Category: Classified Staff	Work Schedule: Variable Schedule, 40 hrs. per week
Reports to: Director for Library Services	Percent Employment: 100 %
Supervises: None	

I. Job Summary:

The Library Assistant's primary role is to perform a variety of customer service, circulation, and/or technical services duties to ensure quality library service and a positive library atmosphere. The Library Assistant will also assist with other VCOM tasks as needed.

II. Job Duties:

1. Performs all aspects of opening and closing library/study room and circulation desk.
2. Keeps the photocopiers supplied with paper for student copying.
3. Maintains a working knowledge of the Library check out system, the VCOM Electronic Library and the print catalog.
4. Shelves, reads and straightens the books and other Library materials as necessary.
5. Maintains and updates the VCOM Library Archives and Special Collection.
6. Performs minor repairs on Library materials.
7. Assists Library patrons in use of computers and photocopiers.
8. Learns and complies with Library policy.
9. Responsibility for Library supplies: alert Facilities when photocopy paper is getting low so an order can be placed; check the supply of staplers, staples, scotch tape and other items used on a regular basis to maintain an inventory on hand and alert the daytime staff when supplies are running low.
10. Perform photocopying and other administrative duties as required by priority.
11. Responsible for requiring professionalism of all library patrons including maintaining a neat, quiet study environment, with reminders of the VCOM Library Rules pertaining to eating and drinking.
12. Perform other duties as assigned.

III. Required Qualifications:

Education and/or Experience: No specific education or experience is required; however, ability and willingness to learn and perform job skills is essential.

Licensure or certification: N/A

Other skills important to this position

- Ability to make decisions within stated guidelines and to work independently in a wide variety of situations.
- Ability to alphabetize and file and to perform clerical tasks with neatness and precision.

- Ability to apply library rules and regulations as found in staff manuals and statements of Library policy.
- Ability to type accurately, at a reasonable rate.
- Aptitude and interest in library work.
- Ability to shelve and retrieve library materials.
- Excellent interpersonal and communications skills.
- Strong team player.
- Commitment to company values.
- Basic computer proficiency.

Preferences may be given to candidates who have previous library experience.

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

IV. Working Conditions and Efforts:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions may include frequent interruptions, working alone, evening and weekend work, repetitive tasks and exposure to computers and monitors.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. The noise level in the work environment is usually minimal.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

V. VCOM core values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM

employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Immediate Supervisor: _____ Date: _____

Dean: _____ Date: _____

President/Provost: _____ Date: _____