



Job Description

JOB TITLE: Interlibrary Loan Specialist - Evenings
DEPARTMENT: Library
REPORTS TO: Director of Library Services

UNIVERSITY MISSION: Rochester Christian University prepares students for professional and personal success as they serve in God's world.

POSITION SUMMARY: Under the supervision of the Director of Library Services, this position provides customer-responsive interlibrary loan service to Rochester Christian University students, faculty and staff.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Bachelor's degree required
- MLS/MLIS/MSLS from an ALA accredited graduate program *preferred*
- Prior academic library experience
- Familiarity with library workflows

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures that all user requests for interlibrary loan items are addressed in a timely manner
- Compiles ILL statistics for local, regional and national reports
- Supervises the processing of all ILL borrowing and lending requests
- Knowledge of national guidelines to ensure compliance with ILL copyright standards and practices of print and electronic materials
- Part-time, 15 hours per week, \$15 per hour
- Work weeknight and some weekend shifts
- Provide assistance to faculty, students, and the campus community by receiving and responding to information requests in person and remotely through phone/email/chat
- Promote an inclusive Rochester through demonstration of our Diversity Statement. Participate in developmental activities to increase understanding and awareness of issues related to diversity, equity and inclusion both individually and as related to my field of work, profession or discipline.

SUPERVISORY DUTIES:

- Supervises and trains student workers in book processing, ILL transactions and other routine tasks

REQUIRED SKILLS AND ABILITIES:

- Good oral and written communication skills with high degree of computer literacy
- Ability to work independently and collaboratively
- Excellent interpersonal and organizational skills and high attention to detail
- Supportive of the University mission. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church.