



Savannah State University Position Description – Library Assistant II

POSITION DESCRIPTION

Position Title: Library Assistant II FLSA Status: Nonexempt
Reports to: Library Director
Department: Library
Date Prepared: June 2003

BASIC FUNCTION

The position is responsible for the collection of periodicals which is one of the main library resources for research and study. Asa H. Gordon Library subscribes to 646 titles of periodicals plus microfilms and back issues.

NATURE & SCOPE

Reporting to the Library Director, this position is charged with responsibility for the periodical section of the Library. This includes receiving the subscribed periodicals, displaying them according to the established plan of the Library, and maintaining them for accessibility.

The incumbent must process the deliveries and check to ensure that Savannah State has received the appropriate shipment, and if an error is found the incumbent must ensure that appropriate follow-up is taken.

This position must also direct student and part time workers that may be assigned to the periodicals section.

PRINCIPAL ACCOUNTABILITIES

- Receives new periodicals from publishers
- Organizes information to make available for faculty, staff and students
- Conducts claiming, ensuring that SSU has received appropriate periodicals as subscribed
- Supervises students and part-time workers

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires two years of college or vocational/technical school.