

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers doctorate, master's degrees and bachelor's degrees that are accredited by the Higher Learning Commission of North Central.

Logan's 112-acre wooded campus is located in Chesterfield, Mo., a quiet, residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Summary: Provides assistance to the Public Services/Reference Librarian in support of the efficient operation of the Library

Hours: Tuesday & Thursday 5pm-10 pm Alternating weekends Saturday 10am-5pm

Sunday 12pm-5pm

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Provides assistance to patrons in locating materials; checks materials in and out; answers telephone and relays messages, as appropriate; provides back up for other staff members; retrieves and sends articles and other items requested by alumni, field doctors, and for interlibrary loan; provides assistance with the "In Touch" program; shelves materials; prepares cataloged materials for circulation – reinforces materials and affixes labels according to library procedure; participates in shelf reading activities; maintains orderliness of the library stacks, journals collection, and the facility in general; assists with the Senior Research Project collection; assists with opening and closing the library, as appropriate; other duties as assigned by the Public Services/Reference Librarian.

COMPETENCIES: Excellent customer service and interpersonal skills; Must be able to respond to requests for service and assistance in a pleasant manner, while handling a variety of detailed tasks; Requires good organizational and communication skills; Must be able to prioritize and plan work activities in order to deal with competing demands, while demonstrating accuracy and thoroughness.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum of a High School diploma or General Education Degree (GED) is required; or six months to two years related experience and/or training; or equivalent combination of education and experience. College preferred. Library experience also preferred. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability

to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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