Location: UMD Libraries  
Job Title: Library Services Specialist

Responsibilities: When Late Night Service is in operation, provides services to library users during overnight hours. Provides circulation of books, equipment, reserves, and interlibrary loan items at the Library Services Desk and Tech Desk, communicates policies and procedures to library users, enforces building access policies, and maintains physical facilities and equipment. Provides guidance and support to library support staff in the provision of library and security services. Work schedule is primarily 11:00 pm - 8:00 am, Sunday through Thursday, during the fall and spring semesters when Late Night Service is available.

Note that this position will work a modified day schedule during winter and summer terms, when Late Night is not in operation.

Please note this is a non-exempt, C2 contract position.

Requirements:  
Bachelor's degree.

Experience:  
One year of experience directly related to the primary duties of the position.
Knowledge of the mission and role of college or university library and its primary customers.
Ability to learn and apply contemporary library terminology and functions.
General knowledge of traditional and emerging practices for describing and organizing information resources.
Understanding and ability to apply library and university computing policies and practices that help ensure information quality, integrity, and security.
Ability to apply and enforce U.S. Copyright laws and current trends related to access and use of information resources.
Knowledge of basic principles of quality customer service, teamwork, and conflict resolution. Ability to work independently and exercise initiative in applying rules, procedures and instructions.
Excellent oral, written, and interpersonal communications skills.
Experience and proficiency with one or more technologies or tools used to create, seek, use, or manage information.
Ability to learn and operate a variety of common computing and productivity applications (e.g. email, word processing, databases and spreadsheets, content management, web browsers) and specialized library hardware, systems, and software applications.
Ability to apply key concepts and best practices for developing, maintaining, and using collections of digital information. Skill in analytical and problem solving.
Ability to assist other library staff in selecting and evaluating technology used in libraries.

Salary Range: $43,404-52,085 commensurate with experience

Application Process: Apply directly at
https://www.lib.umd.edu/about/careers/listing/2024-06/library-services-specialist

Closing Date: July 9, 2024