



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

CIRCULATION ASSISTANT

Law Library

Classification: Level 2 / Class Code 1130 / Non-Exempt / 50% Part-Time / Benefited / Represented

Hiring Salary Range: \$22.98/hr - \$32.39/hr (commensurate with qualifications)

Posting Date: May 26, 2017

THE ROLE

Under the supervision of the Access Services Librarian, the Circulation Assistant plays a key role in managing the day-to-day operations of the Library's Interlibrary Loan (ILL) Department, and participates in the Circulation and Course Reserve activities of the Law Library.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Serves as primary administrator of the ILLiad interlibrary loan management software used by the U.C. Hastings Law Library to process interlibrary loan requests;
- Processes and monitors interlibrary loan requests from U.C. Hastings community members to obtain research materials from lending institutions throughout the United States;
- Processes and monitors requests for U.C. Hastings' materials from borrowing institutions;
- Conducts interlibrary loan training orientations for U.C. Hastings student journal members;
- Maintains interlibrary loan lending/borrowing statistics;
- Maintains and updates a departmental procedures manual;
- Provides Circulation Desk support to include the registration of new patrons, processing of overdue notices, handling recalls and requests, course reserves and the check-out of all materials;
- Performs other duties as assigned by the Access Services Librarian and the Deputy Director of the Library.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's degree required;
- Experience working in an academic and/or law library setting preferred;
- Knowledge of library policies and procedures, including automated circulation systems and information technology preferred;
- Customer service experience preferred.

KNOWLEDGE, SKILLS & ABILITIES.

- Excellent interpersonal, written, and oral communication skills;
- Strong customer services skills;
- Ability to interact well with a wide variety of patrons and to work collegially with the entire library staff;
- Ability to quickly learn and apply new technical skills;
- Strong analytical and problem-solving skills;
- Must be able to work daytime hours.

BENEFITS

Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

For your Financial Future

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Circulation%20Assistant%20-%20Library%20May2017>

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer