As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers and a dynamic community of faculty and students.

LIBRARY ASSISTANT IV (Part Time)
Public Services – Interlibrary Loan
Law Library

Classification: 1130 / Library Assistant IV / Part Time .50 FTE / Non-Exempt
Hiring Salary Range: $21,754 - $27,000 annually (commensurate with qualifications)
Posting Date: May 24, 2013

THE ROLE
Under the supervision of the Public Services Librarian, the Library Assistant IV plays a key role in managing the day-to-day operations of the Library’s Interlibrary Loan (ILL) Department and performs a variety of complex paraprofessional tasks in the Department.

RESPONSIBILITIES
Typical duties and responsibilities consist of, but are not limited to, the following:
- Serves as primary ILL administrator of OCLC’s FirstSearch system;
- Coordinates interlibrary loan/document delivery services;
- Processes borrowing and lending requests;
- Verifies citations; searches for articles in various research databases;
- Uses the Library’s integrated system to perform relevant tasks;
- Keeps statistics used in reports for the American Bar Association;
- Opens interlibrary loan packages, sorts incoming loans by patron type;
- Matches incoming loans to the pending-requests file;
- Processes items received and arranges for delivery or pick-up;
- Pages materials for loan to other libraries;
- Copies materials for loan to other libraries;
- Prepares materials for outgoing mail (both returns and loans);
- Fills photocopy requests at local libraries;
- Maintains and updates a departmental procedures manual;
- Completes cross-training in Circulation Desk duties;
- Performs other duties as assigned by the Public Services Librarian.

REQUIREMENTS
EDUCATION AND EXPERIENCE
- Bachelor’s degree required;
- Work experience in a library with experience in a law library highly desirable.
KNOWLEDGE, SKILLS & ABILITIES
- Display service orientation and interact professionally with library patrons and staff;
- Display familiarity with the Library of Congress classification system; communicate effectively; provide supervision to a student assistant; safely lift and transport materials between campus buildings.
- Knowledge of library procedures in general and familiarity with Innovative Interfaces integrated library system and with the OCLC FirstSearch interface is desirable.

BENEFITS
- Health, Dental and Vision Care Insurance Plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- Vacation
- Sick Leave
- Paid Holidays
- Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:

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

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