



Library Assistant, Pace Academy Woodruff Library

Pace Academy, one of the Southeast's top independent day schools, seeks an energetic, organized individual to join the Woodruff Library as a part-time library assistant for the 2019-2020 academic year.

The ideal candidate is efficient, intuitive, exhibits good judgment, possesses excellent communication skills and is capable of guiding students effectively. He/she should be fun-loving and flexible, have a good sense of humor, and enjoy the company of Middle and Upper School students.

The Woodruff Library is located within Pace Academy's Arthur M. Blank Upper School and serves both Middle and Upper School patrons. The two-story, state-of-the-art space opened in 2014 and is a hub for student activities and study, always full of life and energy.

The successful candidate will work with dedicated teachers and smart, funny students. He/she will join a library team that works hard, is committed to providing the absolute best in library services and resources, and is fun to work with.

This is part-time, academic-year position begins Aug. 8, 2019 and requires approximately 30 hours per week.

Duties include the following:

- Supervise activities on both floors of the library (one quiet floor, one less-quiet floor)
- Prepare circulation desks for services on a daily basis
- Answer questions from students, teachers and staff
- Assist in the circulation of library materials, the use of the online catalog and the use of online resources
- Help locate books
- Help with printing and copying
- Process incoming book and video purchases
- Re-shelve books
- Participate in other projects such as weeding, collection shifting and shelf-reading
- Sort mail and periodicals
- Order supplies

- Help with special programs and projects
- Develop work-related goals and objectives
- Develop job-related abilities, skills and knowledge
- Attend library-related meetings, workshops and in-service programs
- Other duties as assigned

Qualifications:

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

- Bachelor's degree and experience working in a library and/or working with students
- Strong organizational skills
- Enjoyment working with students in an educational setting
- Excellent oral and written communication skills
- Ability to work collaboratively with colleagues
- High standards of professional conduct
- A good sense of humor
- A professional appearance and appropriate behavior
- Reliability, punctuality, flexibility and time management

See more about the Pace Academy Woodruff Library at:

<https://www.paceacademy.org/academics/woodruff-library>

Qualified applicants should send a resume, cover letter, and references to: Jobs@PaceAcademy.org

Review of applicants will begin on Mar. 20, 2019.

Equal Employment Opportunity Employer