

Southwestern College  
Library Assistant Job Description

**Reports to:** The Director of Library Services

**Description:** The Library Assistant supports the efforts of the Director of Library Services, toward maintaining the library's physical and digital holdings; assisting library users in accessing and using library resources, technologies, and databases and tools for academic research; and contributing to maintenance of the library's online offerings, outreach efforts, and social media content.

**Major Duties:**

- **Circulation desk:** checking books in and out, pulling holds, organizing and re-shelving returned materials
- **Maintaining the library's physical collections:** performing routine shelf-readings to ensure that materials are correctly organized, identifying lost or damaged items, performing shifts of shelved materials as needed, performing the first phase of weeding outdated, damaged, or redundant items from the collections (working in accordance with library policies)
- **Front desk duties:** assisting library users with locating resources and using library technologies, directing users to the resources and services that best meet their needs and inquiries
- **Performing reference:** Helping users to clearly identify their information needs and directing them toward the resources that best respond to those needs
- **Digitizing resources:** Using the library's scanning technologies and Adobe and Microsoft apps to create clean, digital copies of physical resources; assigning metadata to files, and organizing digital media in save locations
- **Outreach:** Helping to maintain and generate content for the library's online hubs and social media accounts
- **Other duties as assigned**

**Qualifications:**

- Bachelor's degree or at least one year of experience working with the public in a library setting

**The ideal candidate will exhibit:**

- Embraces SWC's Mission of *Transforming Consciousness Through Education* and Values: *Partnership, Empowerment, Mindfulness, Service, and Love*
- Demonstrates an exceptional commitment to diversity, equity, inclusion, and culturally responsive student services programs and processes.
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- Comfort with technology and enthusiasm for learning new systems, equipment, and troubleshooting procedures
- Solid listening and communication skills

- Experience with student information and learning management systems
- Willingness to connect users with the information that addresses their inquiries, despite personal presupposition or bias

**Physical demands/work environment:**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts boxes of books, not exceeding 30 pounds
- The work is typically performed in the library or at a computer

**About the library:**

Quimby Memorial Library is an academic library serving the students, faculty, and administration of Southwestern College in Santa Fe, NM. Southwestern College (SWC) offers graduate programs in Counseling and Art Therapy/Counseling, along with a variety of certificate programs centered on the helping professions. Quimby Memorial Library houses the original foundation of texts and audiovisual material, upon which SWC's vision and mission were constructed. The library provides access to resources essential to the execution and development of SWC's curriculum. Library staff assists SWC community members in accessing these resources, both on-campus and remotely and provides reference assistance and guidance in the use of databases, software, and enabling technologies. Staff also supports the research efforts of students and faculty.