

JOB TITLE

Library Technician (Part-Time)

CITY

San Diego

INSTITUTION

Design Institute of San Diego

GENERAL SUMMARY

Design Institute of San Diego (DISD) seeks qualified applicants for the part-time position of Library Technician. Working closely with the Library Director, administration, faculty and students, the Library Technician provides services that support the DISD mission and educational goals. The ideal candidate is one who can communicate effectively; is customer focused; values and respects others; works well both independently and as part of a team; values continuous learning; demonstrates ethical behavior; and possesses a meticulous nature.

Under the supervision of the Library Director, the Library Technician provides assistance to students, faculty and staff with a positive and friendly manner and assists the Library Director in library operations. The Library Technician performs a variety of tasks related to the circulation and processing of library materials, assists patrons using physical and online resources, maintains the library's social media accounts, and assists in the development, marketing and delivery of library programs and services. A motivated Library Technician will have opportunities to pursue particular areas of library operations and services according to his or her professional interests and abilities. Entry-level paraprofessionals and students in library-related degree programs are encouraged to apply.

This is a part-time opportunity. Twenty (20) hours of work per week will be scheduled during library hours. Library hours vary with the academic calendar but typically fall between 8:00 AM and 8:00 PM, Monday through Friday, plus limited weekend hours when demand arises. This position requires some evening and/or weekend hours.

DISD celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which all members of the DISD community thrive. Individuals interested in advancing strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

DISD offers a CIDA-accredited BFA in Interior Design and has a 40-year history of providing high-quality interior design education that prepares graduates for success in the field. DISD aspires to lead the field in design education, preparing innovative, environmentally and socially-responsible citizens who positively impact the world.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate an understanding of and commitment to the DISD Mission, diversity and student-centered environment.
- Provide a variety of technical and specialized library support work requiring the exercise of independent judgment, the application of technical skills, meticulous attention to detail, and a knowledge of detailed or specialized activities related to assigned library function(s).
- Independently interpret and apply policies and procedures, explain library policies and procedures to patrons, and solve problems and disputes.
- Provide excellent customer service to patrons in person, by phone, and by email.
- Assist patrons in finding and using library resources, including reference and reserve materials, online resources (paid and open-access), and computers, copiers and printers; and refer patrons requiring professional assistance to the Librarian.
- Communicate and work effectively with students, faculty and staff of all ages representing a wide range of cultural, geographic, and socioeconomic backgrounds.
- Manage the library's social media accounts.
- Maintain the library in the Library Director's absence.
- Assist in planning and delivering library services, programs and events.
- Complete special projects and other related duties as assigned.
- Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.
- This position requires some evening and/or weekend hours as part of the regular work schedule. Adjustments in the regular work schedule will be required as a function of the academic calendar, e.g., summer hours, inter-semester hours.

REQUIRED KNOWLEDGE AND SKILLS

- Strong written and verbal communication skills and a good command of the English language. Editing and proofreading skills preferred.
- Basic knowledge of general library services, practices, procedures, terminology and equipment.

- Proficiency in using one or more social media channels.
- Skill in using a variety of office software applications such as Microsoft Office.
- Ability to perform simple calculations, make change, keep accurate records, and learn to operate library equipment.
- Ability to use and explain information tools and services.
- Excellent organizational and analytical skills.
- Ability to complete work effectively with many interruptions.
- Commitment to be part of a continuous learning environment, updating skills as required to perform job duties.

EDUCATION and EXPERIENCE

- Undergraduate degree preferred.
- Minimum one year experience working in a library or similar setting (i.e., library vendor or consortium) OR one year of library-related coursework.

LICENSURE and/or CERTIFICATION

N/A.

PAY RATE

\$18.00-\$20.00/hour, depending on education and experience.

WORK ENVIRONMENT

Work is performed primarily in a standard library or office environment. Work involves physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions as necessary. Physical requirements of this position include the following: carrying, near and mid-range vision, visual accommodation, hearing, handling, lifting up to 20 pounds, balancing, field of vision, depth perception, and talking.

DESIGN INSTITUTE OF SAN DIEGO IS AN EQUAL OPPORTUNITY EMPLOYER

DISD is committed to employing qualified administrators, faculty, and staff members who are dedicated to student learning and success. DISD recognizes that diversity in the academic environment fosters awareness, promotes mutual understanding and respect, and provides suitable role

models for all students. DISD is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates. DISD does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

APPLICATION PROCEDURES:

Applications will be screened under a process of utmost confidentiality by a committee of DISD administrators. Application materials become the property of DISD and will NOT be copied or returned.

Please email a letter of interest and a current résumé to jobs@disd.edu. Telephone calls regarding this posting will not be accepted.