

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE:	Public Services Assistant, Latin American & Caribbean Collection
CLASSIFICATION:	Library Assistant 3
REPORTS TO:	LACC Public Services Associate
SALARY:	\$16.24 minimum hourly rate; The Smathers Libraries offer a salary commensurate with experience and credentials
REQUISITION #:	522450
DEADLINE DATE:	July 7, 2022 - applications will be reviewed as received

JOB SUMMARY

This position assists in public and support services for the Latin American and Caribbean Collection (LACC) in the Department of Special and Area Studies Collections (SASC). The Public Services Assistant is responsible for maintaining a high level of public service while staffing the LACC reading room on Sundays, evenings, and as the schedule may be adjusted according to semester and holiday schedules. The primary duties of this position include: working at the LACC Circulation Desk on a daily basis; assisting with training and supervision of student assistants; overseeing the LACC reading room and processes on scheduled work days; assisting with stacks management and searches for library materials reported missing; monitoring and reporting building and equipment issues; and receiving and improving access to both online and print periodicals. Expected hours are Sundays 1-10pm and Mondays-Thursdays 10am-7pm.

To support all students, staff and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES

Serials, Stacks and Inventory Management

- Records arrival of serials in Alma ("check-in") and creates item records and barcodes issues as they arrive
- Routes non-current periodicals to appropriate destination
- Maintains Current Periodicals area and collects and processes not-on-shelf reports in stacks

- Conducts searches for missing items and materials claimed returned, assisting research into problem reports
- When appropriate, corresponds with patrons regarding status of searches and suggests alternative methods to acquire library materials
- Assists with stacks maintenance projects and stacks data collection under supervision of the LACC Public Services Associate

Latin American and Caribbean Collection Circulation Operations

- Works Circulation Desk and library operations Sunday through Thursday evenings, maintaining daily presence at Circulation Desk during assigned shifts
- Assists patrons with questions about circulation and library policies; loans and returns library materials; verifies and updates patron records as needed; creates or updates item records for library material to allow for circulation; creates guest researcher accounts for unaffiliated researchers
- Assists the Public Services Associate with the training and supervision of student assistants
- Updates/informs unit heads of any circulation issues or events that may have occurred during evening hours
- Oversees discharge process in evenings, ensuring returned items are discharged accurately and on a timely basis

Reference Services

- Assists patrons in use and location of networked electronic resources, online catalogs, and basic reference materials and methods; provides appropriate referral to area and subject specialists
- Assists with operation and maintenance of digital microform readers
- Leaves circulation desk as needed to help patrons or to monitor patron activities in stacks and study areas.

Evening and Weekend Assistant

- Responsible for closing LACC Sunday – Thursday. May be assigned opening LACC as needed.
- Oversees LACC facilities during evening and weekend hours and student assistants working at that time
- Gathers and organizes library materials each night and ensures that the library facilities are in good working condition
- Assists with operation and maintenance of public workstations, scanners and printers. Documents and responds to technology problems by submitting online service requests via online ticketing system to UFIT-Academic Technology or to UF Libraries' IT, as appropriate
- Understands and implements policies relating to building and emergency procedures.
- Enforces library and computer use policies, including food/drink policy

Other Duties as Assigned

- Participates in staff development opportunities
- Other duties as assigned

QUALIFICATIONS

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

Required:

High School diploma or equivalent and four years of library or related clerical/customer service experience; or a bachelor's degree and one year of library or related clerical/customer service experience.

Preferred:

- Strong multi-tasking skills
- Solid customer service experience
- Strong verbal and written communication skills
- Experience working with patrons in a library
- Working knowledge of written Spanish and/or Portuguese
- Knowledge of basic reference resources; familiarity searching databases
- Basic computer skills, experience with Microsoft Word, Excel and Outlook
- Ability to work with a diverse population and to work collaboratively to accomplish goals
- Flexibility and ability to adapt and work in a rapidly changing academic environment
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in previous work or service activities.
- Undergraduate degree in field related to Humanities and Social Sciences
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientations, and perspectives

SPECIAL AND AREA STUDIES COLLECTIONS DEPARTMENT

The Special and Area Studies Collections Department stewards shared global heritage in support of the academic mission of the University of Florida. University of Florida's historical collections related to Florida heritage, Latin America and the Caribbean, Anglo-American children's literature, and Judaica related to the southeastern United States are exceptional among academic libraries in North America. These holdings and the department's activities reflect the preeminence of the University of Florida, the institution's land-grant origins, and the state's unique position as a hemispheric gateway. For more information about the collections, please visit: <http://www.uflib.ufl.edu/spec/>.

UNIVERSITY OF FLORIDA LIBRARIES

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six of the campus libraries, and the off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents, over 15 million digitized pages from the Libraries' collections and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and engages in a variety of collaborative, international projects while [engaging with the UF community](#). We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). The Smathers Libraries will foster and maintain a culture that supports DEI, as values are foundational and permeates all aspects of our organization per [Strategic Directions 4: Diversity, Equity, and Inclusion](#). Support for professional development is central to the Smathers Libraries. Supports include a

formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is the state of Florida's preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 [Senator Paul Simon Award for Comprehensive Internationalization](#). UF is currently fifth among "Top Public Universities" in the U.S. News and World Report and second among Forbes "Best Value Public Colleges (2016)". UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). At UF we have some of the top faculty in the country. In addition to attracting over \$900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. [Stronger Together: Promoting Racial Justice through Awareness and Action](#) provides UF faculty and staff with a series of educational offerings to help them better understand and address racism and bias and help promote racial justice at the individual, institutional, and systemic levels. For more information, please consult the [UF homepage and the Office of the Chief Diversity Officer website](#).

BENEFITS

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The University of Florida provides ongoing [guidelines and resources related to COVID-19](#).

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

GAINESVILLE COMMUNITY

Gainesville and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to [promote racial equity](#). The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

APPLICATION PROCESS

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by 11:55 pm (ET) on Thursday, July 7, 2022 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition [Job Number 522450](#). If you have any questions or concerns about this process, please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.