

## **OPS – Access and Resource Sharing Assistant**

### **Access and Resource Sharing Department**

**Pay Rate:** \$12/hour

#### **Desired Hours:**

Schedule is Monday-Friday, 2-3 times per week 3-4 hours per day for a total of up to 10-12 hours each week.

#### **Job Description**

The University of Florida George A. Smathers Libraries Access and Resource Sharing (ARS) Department supports the teaching and research goals of the University of Florida's diverse faculty, students, and staff, by facilitating access to information and resources in circulating collections, through interlibrary loan and document delivery services, print and electronic course reserves, and with local, state, regional, national and international resource sharing partnerships. The ARS assistant will work with ARS staff to assist with the collection and processing of materials for course reserves.

Position will start May 24, 2024 and end September 27, 2024

#### **Duties and Responsibilities:**

- Pull materials from stacks to be processed for course reserves use.
- Scanning of books chapter and articles for course reserves use.
- Check internet links.
- Learn basic course reserves platform Ares functions and Alma circulation system.
- Branch retrieval of materials as needed.
- Perform other duties as assigned.

Training provided.

#### **Requirements:**

- High School diploma or GED and 2 years of library or related clerical/customer service experience, or a Bachelor's degree

#### **Preferred Qualifications:**

- Attention to detail and fast learner.
- Ability to work independently.
- Ability to interact pleasantly, effectively, and professionally with others.
- Excellent organizational skills.
- Effective communication skills (verbal and written).
- Familiarity with document creation software such as Microsoft 365.
- Ability to search the library catalog and databases.

**Instructions to Applicants:**

To be considered, applicants must upload a resume.

Apply online at: <https://explore.jobs.ufl.edu/en-us/job/530989/ops-access-and-resource-sharing-assistant>