



WEST VIRGINIA STATE UNIVERSITY

Library Associate - Circulation Desk Drain-Jordan Library

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Drain-Jordan Library of West Virginia State University is looking for a friendly and service-oriented candidate for the position of Library Associate. This position assists the Director and library staff in providing courteous and efficient customer service to library patrons.

This is a non-classified, non-essential, FLSA overtime nonexempt, full-time, benefits eligible position.

This position may require some evenings and weekends.

Responsibilities for the Library Associate

Responsibilities will include creating and maintaining a circulation desk schedule for employees and work-study students to ensure full coverage during open hours. The Library Associate will also have responsibility for course reserves, assuring all circulating materials are checked in/out and shelved, while collaborating and coordinating with the Librarians to provide fast, friendly customer service to library patrons. This position is responsible for requesting, interviewing, and supervising work-study students to work at the Circulation Desk. Other duties include generating work-orders for building maintenance and overseeing building keys to ensure the library is safe and secure.

Requirements for the Library Associate

A minimum of an Associate degree or relative library experience is required. Applicants possessing the Master of Library Science (MLS) degree will be considered. Previous work in the Technical Services Department of an academic library or a public library is a plus.

Salary Statement

Salary will be commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, copies academic transcripts, and the names and email addresses or phone numbers of three professional references by **July 21, 2023**.

All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 368 – 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.