



WEST VIRGINIA STATE UNIVERSITY

Library Associate 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.

Responsibilities for the Library Associate

Responsibilities include providing fast, friendly customer service to library patrons, coordinating the Circulation Desk schedule with the relevant staff, maintaining coverage at the Circulation Desk area at all times that the library is open to the public. Processing library materials that will be borrowed and/or returned by library patrons, shelving books, directing the maintenance of the General collection (e.g., shelf organization), and other duties as assigned. The Library Associate will also be responsible for the books that will be placed on Reserve by WVSU faculty members. This Library Associate will maintain the Instructional Materials Center (IMC) area, shelving the books and other materials that are located and assigned to this area, policing the IMC area and the Ellison machine area functional and operational.

Requirements for the Library Associate

A minimum of an Associate degree or library experience is required. Applicants possessing the Master of Library Science (MLS) degree will be given consideration. Previous work in an academic library, or directly in the Circulation Department of 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, academic transcripts, and the names and email addresses or phone numbers of three professional references by January 31, 2022. **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 1000, 105 Cole Complex
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. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.