



Bluefield State University

Job Vacancy Announcement

Library Assistant

POSITION TITLE: Library Assistant

JVA #: 2025-09

DEPARTMENT: Library Assistant

POSITION SUMMARY: The Library Technical Assistant supports the efforts of the Director of Library Services, toward maintaining the library's physical and digital holdings; assisting library users in accessing and using library resources, technologies, databases, and tools for academic research; and contributing to the maintenance of the library's online offerings, outreach efforts, and social media content.

CORE RESPONSIBILITIES:

- Performs tasks regarding circulation, which consists of charging, discharging, renewing library materials, and re-shelving.
- Maintaining the library's physical collections: performing routine shelf-readings to ensure that materials are correctly organized, identifying lost or damaged items, performing shifts of shelved materials as needed, performing the first phase of weeding outdated, damaged, or redundant items from the collections (working in accordance with library policies)
- Front desk duties: assisting library users with locating resources and using library technologies, directing users to the resources and services that best meet their needs and inquiries
- Performing basic reference: Helping users to identify their information needs and directing them toward the resources that best respond to those needs.
- Supervise student workers assigned to the library.
- Performs other clerical support and operational tasks as needed and required.

MINIMUM REQUIRED QUALIFICATIONS:

- Associate's degree in an area related to the position's responsibilities.

POSITION CLASSIFICATION/ COMPENSATION: This position is Nonclassified, Full-time 1.0 FTE, carries a Non-Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. Bluefield State University, a historically black institution, prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. BSU

welcomes all qualified candidates to apply. More information about the University is available at: <https://bluefieldstate.edu/>.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcript verification will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. *Also, Bluefield State University does not provide H1B visa or employment sponsorship.*

DATE POSTED: February 28, 2025

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, March 14, 2025. Review of applications will begin immediately. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.