To apply for this position, access UNCW's job seeker site (https://jobs.uncw.edu), search for the position, and click the Create Application link.

**Working Title:** Library Technician

**Job Title:** University Library Technician

**Job Category:** Library

**Position Number:** 001270

**Summary of Position:** The primary purpose of this position is to provide access to the library collections through accurate shelving of materials and service at the circulation desk; to check out/in library materials; to convey Library and circulation policies, to maintain the patron database; to assist customers in locating and accessing needed resources, to answer questions about the Library and the campus and to provide front line services for the security and safety of customers and materials.

**Minimum Required Knowledge, Skills, and Abilities:** Completion of high school and two years of experience in office support, preferably as a library technician in a library.

**Diplomas and degrees:** must be received from appropriately accredited institutions.

**Knowledge, Skills and Abilities:** Must have the ability to listen carefully and respond to routine questions, referring non-routine ones to other staff.

- Must have the ability to work in a team based environment.
- Must be capable of coordinating tasks and establishing priorities during work shifts.
- Must have demonstrated ability of working independently when required.
- Must have the ability to handle multiple tasks in a fast paced environment.
- Must be able to solve problems and make decisions independently.

**Preferred Qualifications:**
- Previous full time experience in circulation in an academic library or related library experience.
- Experience with Millennium Circulation.
- Have a working knowledge of circulation processes such as check in/out, shelf reading, shelving, answering questions at a public service desk.
- Familiarity with library technology such as Pharos sign in, One Card management, and basic searching techniques of library catalog and databases.

**Work Hours:** Sunday 11:30AM - 8:30PM, Monday-Thursday 2:00PM - 11:00PM

**Work Days:** Sunday - Thursday

**Hours Per Week:** 40

**Months Per Year:** 12 months

**New Hire Appointment Status:** Permanent

**Minimum of Salary Range:** $24,900

**Max. Salary Advertised:** $34,236

**Anticipated Hiring Range:** $30,432 - $34,236

**Salary Grade Equivalency:** 61

**Business need for career banded position:** Journey

**Position FLSA:** Subject to Overtime

**Job Posting Date** 06-24-2013

**Job Closing Date** 07-08-2013