Technical Services and Circulation Clerk

About St. Francis College

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at https://www.sfc.edu/.

About this Position

Reporting to St. Francis College’s (the “College”) Assistant Dean/Director of Library Services the Technical Services/Circulation Clerk assists in the acquisition of all library resources and the processing of physical resources. The position requires great attention to detail, superior organizational skills and the ability to interact with outside vendors.

- Receives all physical books and processes for shelving.
- Assists with cataloging.
- Assists at the Circulation Desk.
- Assists with Technical Services.
- Assists with Special Projects, as needed.

Duties and Responsibilities:

- Responsible for the oversight and performance of the day-to-day operations of the Library’s Technical Services area. Oversees receiving, processing, and covering of print books.
- Verifies accuracy of order fulfillment when invoices are received.
- Performs elementary descriptive cataloging using OCLC / WorldCat and Alma.
- Processes new items after cataloging.
- Resolves routine problems in technical procedures.
- Performs a variety of library clerical tasks, as assigned.
- Creates bibliographic records and processes items for Textbook Reserve Collection and Professor Reserve Collection.
- Assists with Archive Collections.
- Provides all Circulation Desk services when the Senior Circulation Clerk is unavailable.
- Performs other duties as assigned.
**Hours of Work:** The work schedule is seven hours a day, thirty-five hours a week, Monday through Friday, from 9 a.m. to 5 p.m. or as needed. Flexibility in work hours is required to accommodate the Library’s needs and changes in Library hours during intersessions and summer sessions. Some hours may be virtual.

**Minimum Qualifications:**

- Bachelor’s degree.
- Excellent supervisory, interpersonal, and communications skills, as well as the ability to work effectively in a collegial environment.
- 3-years of relevant work experience.
- Proficient in all standard computer applications, including Microsoft Word, Excel, PowerPoint, and the Adobe Creative suite.
- Ability to work a flexible schedule according to departmental needs.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College’s mission and to its students, faculty and staff.

Interested applicants can apply [here](#).

**St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.**