

POSITION ANNOUNCEMENT

Library Specialist II / Circulation Assistant (Grade 11)

The George Washington University Law School, Jacob Burns Law Library seeks a full-time, circulation assistant. Responsibilities include staffing public services desks; looseleaf filing and/or shelving; participating in the book search process; assisting with minor maintenance of microform equipment; directly supervising student assistants; and assisting in other duties and projects of the Collection Services Department. In general, the regular schedule is Tuesday through Saturday, 3:00 p.m. – midnight, and is subject to change depending on the library's hours of operation.

MINIMUM QUALIFICATIONS: High school diploma and three years of appropriate experience. Degree requirements may be substituted for a combination of education, training and experience. **DESIRED QUALIFICATIONS:** Customer service experience; detail-oriented; ability to communicate effectively; ability to work well independently and as part of a team.

The George Washington University offers a competitive benefits package. To apply online or to view additional details, please visit the University's posting at www.gwu.jobs/applicants/Central?quickFind=51894.

The George Washington University is an equal opportunity/affirmative action employer.