



## Technical Services Assistant

Department: Technical Services – Collection Development  
Reports to: Knowledge Management and Operations Specialist

### Essential Functions:

- Accurately proofreading and editing online records and computer files
- Inputting, deleting, and verifying information to keep access points correct and current
- Processing books and media for circulation
- Preparing outgoing mail and sorting delivered mail
- Handling boxes/packages and shifting of books expected.

### Knowledge/ Skills Required:

- Attention to technical detail and confidentiality
- Exemplary attendance and punctuality with good work ethic and language skills
- Leadership qualities with the ability to work under minimum supervision

Hours per week:	Up to 10
Schedule:	Monday - Friday, 8 a.m. - 4 p.m.
Knowledge/Skills required:	Highly Technical
Complexity of work tasks:	Work is substantially complex and varied
Supervision of work:	Works somewhat independently
Scope of work's contact:	Impact routinely extends to the university and public
Routinely supervises the work of others:	No
Works with confidential information:	Occasionally
Pay Rate:	7.25