



T. J. Jones Library at North Central University

Library Assistant Job Description

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North Central University Mission Statement

North Central University is a Christ-centered, Bible-based Pentecostal school with a commitment to academic excellence that prepares students to fulfill biblical models of leadership and ministry throughout the world. (Ephesians 4:11-12)

T. J. Jones Library Mission Statement

The T. J. Jones Library provides quality resources and innovative services to stimulate learning, creativity, and curiosity in support of the North Central University community. To fulfill this mission, the library commits to:

- Understanding the teaching and learning needs of its patrons;
- Building collections and services to support teaching and learning;
- Providing access to and promoting the discovery and use of local and external information resources;
- Ensuring the preservation and long-lasting availability of library collections and resources;
- Creating hospitable physical and virtual environments for study, teaching, and research;
- Collaborating with other members of the university to enrich the teaching and learning community;
- Cultivating in its patrons a Christian attitude toward learning that is critical and charitable;
- Developing, encouraging, and sustaining expertise, skill, commitment, and an innovative spirit in its staff.

Position Overview:

Library Assistants are student workers who report directly to the Circulation Supervisor. They are responsible for staffing the Circulation Desk and Reference Desk (as required), re-shelving, processing new materials, cataloguing, or other tasks as directed by library staff.

Key Responsibilities:

- Staff the Circulation Desk and Reference Desk, providing in-person service including checking materials in and out, answering the phone, and managing the email
- Provide one-on-one reference assistance and general patron service
- Assist with the physical processing of new library materials, such as books and DVDs
- Process Interlibrary Loan requests
- Facilitate Course Reserves
- Assist with cataloguing new materials
- Assist with special events in the library (set-up and tear-down, staffing, etc.)
- Process payments for library fines and fees
- Assist with the general operations of the library (coffee bar, lights, patron count, etc.)