



VACANCY ANNOUNCEMENT

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**Library Assistant I**  
**(Administrative and Office Specialist II)**

*Greenwood Library*

Full-time, Classified, Non-exempt (Position #000174)

Longwood University invites applications for the position of Library Assistant I in the Greenwood Library. Responsibilities will include staffing the circulation desk primarily on nights and weekends, including charging, renewing and discharging of library materials.

**RESPONSIBILITIES:**

- Accurately organize and shelve library materials;
- Input, maintain and update data on computer systems;
- Assist with supervision of student assistants;
- Assist faculty, staff, and students with multimedia presentations;
- Assist with the maintenance of lab equipment which may include minor troubleshooting on both hardware and software.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to safely lift up to 50 lbs.;
- Ability to stand and/or sit for long periods of time;
- Knowledge of computer software and hardware used in libraries and multimedia labs including Windows and Mac operating systems, Microsoft Office Suite, Adobe, Dreamweaver and Flash;
- Strong communication skills;
- Strong organizational skills.

**EDUCATION AND EXPERIENCE:**

- High School diploma or equivalency required;
- Bachelors degree or equivalent training or experience preferred.

Pay Band 2, minimum starting salary \$20,082 with exceptional Commonwealth of Virginia benefits. A complete Commonwealth of Virginia employment application and a successful criminal background check is required. Position is open until filled with a minimum five-day posting period. To apply, submit completed Commonwealth of Virginia application, <http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc> (indicate position #000174) to:

Human Resources  
Longwood University  
201 High Street, Suite 212  
Farmville, VA 23909  
Ph: (434) 395-2074 / Fax: (434) 395-2666  
Email: [humres@longwood.edu](mailto:humres@longwood.edu)

*A diversified workforce is an important part of our strategic plan. EOE/AA (01/22/2010)*