Job Title: Library and Resource Coordinator (Undergraduate)

Hours per Week: 12 hours/week
Reports to: Stephanie Alderson, M.A.
Work Location: 340 Nebraska Union
Pay per Hour: $9.00
GPA Requirement: 2.5 Every Semester
Position is available: August-May (Academic Year – Although summer work may be possible)

Basic Function:
1. Catalogue, maintain, and update library resources (books, periodicals, DVDs, resource files, and pamphlets). Learn and manage ResourceMate and serve as the liaison to the University Library. Oversee checkout system and communicate with individuals requesting information or using our library including contacting individuals with overdue materials. Work with Outreach Coordinator to raise campus awareness of the Women’s Center library and our resources.

2. Develop and update information about center and community resources, referral lists, and other resource/educational materials. Maintain resource information in a user-friendly manner. Provide resource information to individuals when requested. Maintain related materials in Box.

3. Maintain sexual health programming, including (but not limited to) creating Sexual Health and Resource Kits, STI testing, and sexual health education

4. Assist with updating web page information and documents.

5. Provide educational services such as presentations, panels, and workshops on a variety of social justice topics (which may include Gender Equity, and basic information about the Women’s Center and our services). Work with the other Center staff and Graduate Assistant to research information related to women, gender and resource information, including information about other centers. Assist with requests for educational services. Work with Outreach Coordinator to raise awareness of our educational services and Women’s related awareness days, weeks, and months.

6. Assist with staffing the center and other responsibilities as assigned.

Content Area Responsibilities  90-95%

7. Maintain and update library information and resources, including videos, books, periodicals, resource files and pamphlets.

8. Raise awareness about the library on campus. Develop a list of recommended materials for the library; solicit recommendations from UNL faculty, staff and students for new resources; maintain a list of books, DVDs and other resources that would be beneficial to have as center resources. Develop resources for topics related to gender, gender equity, sexual health, etc.

9. Coordinate checkout system and procedure, ensuring that resources are accessible, returned and stored properly. Track and maintain library materials and usage. Assist in orienting other staff and volunteers to the library system. Contact individuals with overdue materials and inform the Director if attempts are unsuccessful.

10. Coordinate sexual health education, in conjunction with the LGBTQA+ Center staff; ensure Sexual Health and Resource Kits are readily available; coordinate STI testing through the Centers; develop sexual health education and other programming

11. Update resource and referral information (working with the GA) maintaining our resource and referral list for local, regional and national resources); updating resource information and materials on the website, in our computer files, brochure racks, filing cabinet and our inventory. Assist other staff with resource information as needed, including related library resource information for the bulletin boards; updating materials, and educational outreach.

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12. Be knowledgeable about and educate center staff and volunteers about available resources and referral information. Develop and provide resource handouts in conjunction with the professional staff.

13. Participate in training for Women’s Resource Center staff and volunteers. Attend Women’s Center staff and utilize information sharing/communication methods including email, listservs, social media and voice mail effectively. Work cooperatively with other staff and volunteers as needed and appropriate. Keep the Graduate Assistant and Assistant Director informed of progress.

14. Assist with the daily operating functions of the Women’s Center, including staffing the office, cleanliness of the center, operating ResourceMate, assisting with information for bulletin boards and other displays, assisting with Women’s History Month activities, and other programming and services.

15. Being aware of the resource center’s programs, services and resources and sharing that information as appropriate or needed.

16. Staff programs, booths, and other events as needed.

17. Keep track of center contacts and statistics and assist to compile statistical information.

18. Other duties as assigned.

Other Responsibilities 5-10%

19. Participate as an active staff member in all Center training, orientation, and staff development meetings, and programming.

20. Assist in the development of collaborative projects across other content areas whenever possible. Assist in the development of collaborative projects with other campus offices/ departments/divisions as opportunities arise to help achieve the goals and mission of the Center.

21. Assist students and other customers as needed.

Requirement: Must be enrolled and attending UNL during the academic year. Must maintain a GPA of 2.5 or higher every semester.

Special Qualifications: The ability to function well in a multiuse environment with a variety of programs, services and demands. Ability to work well with volunteers.

Qualifications: Excellent communication skills, detail oriented, positive attitude and good work ethic.

   a. Comfortable with public speaking and giving presentations.
   b. Able to represent the Women’s Center effectively and professionally.
   c. Strong organizational and time management skills.
   d. Strong writing skills.

2. Ability to:
   a. Work independently with minimal direction.
   b. Work well as part of a team (the center’s student staff and volunteers and Director);
   c. Use or learn to use our software applications (e.g., Microsoft Office, ResourceMate, Publisher).
   d. Learn about, and provide information about the center, our programming and services.
   e. Learn about and support a social justice approach to Women’s Programs & Services; understand the intersections of identities & the interconnection of power & privilege.
   f. Manage details effectively.
   g. Facilitate focus and discussion groups.

3. Reliable and responsible fulfillment of job responsibilities.

4. Interested in and committed to working with the Women’s student population and social change.

5. Ability to welcome, include and engage individuals coming to the center, student staff and volunteers (assist in the development and maintenance of brave space).

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6. Work well with the other center staff and director.