

**WOMEN'S CENTER
UNIVERSITY OF NEBRASKA-LINCOLN**

Job Title: Women's Center Resource Assistant

Hours Per Week: 12 - 15

Position Reports to: Jan Deeds, Ph.D.

Work Location: 340 Nebraska Union

Hourly Wage: \$9.00

Basic Function: The Resource Assistant is responsible for maintaining and updating the library resources, including books, periodicals, resource files and pamphlets. This person coordinates the computer-based check-out system, and uses all available communication methods to raise campus awareness of Women's Center resources.

Responsibilities

1. Maintain and update library resources, including videos, books, periodicals, resource files and pamphlets.
2. Solicit donations and recommendations from UNL faculty, staff and students for new resources.
3. Coordinate check-out system and procedure, ensuring that resources are accessible and returned. Maintain statistics of resource usage.
4. Participate in training for Women's Center volunteers and teach volunteers to use the check-out software.
5. Provide updated information for the WC website library page to the Women's Center Director.
6. Attend Women's Center staff meetings, and utilize information sharing/communication methods effectively including Outlook and voicemail.
7. As a Women's Center staff member, maintain regular office hours and know how to help visitors access the library and other WC services.
8. Coordinate "Introduction to Women's Center Resources" outreach presentation to classes each semester, and maintain attendance records.
9. Assist with other programs and activities as assigned by Women's Center Director.

Special Qualifications:

1. Previous library work experience is useful but not required.
2. Good record keeping and organizing skills are essential.
3. Ability to use or learn to use our software applications (Microsoft Office, ResourceMate).