

**FISK UNIVERSITY**  
**Job Description Form**

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**Position Title:** Administrative Assistant

**Department:** Library

**Reports To:** Dean of the Library

**FLSA Designation:** Non-Exempt

**Bargaining Unit Position:** Yes

**Date Written/Revised:** January 2013

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POSITION SUMMARY

The assistant supports the library's mission, manages the office, executes the university's administrative policies that relate to the office, maintains financial records, orders supplies and equipment, provides assistance to patrons who use electronic resources, makes confidential contacts, assists in managing the library on weekends, writes reports, assists with grant proposals, and performs other duties as required.

ESSENTIAL FUNCTIONS

- Manages the office, including drafting reports, maintaining electronic files, assisting with budget management, maintaining records
- Assists with Access Services in maintaining service desk and serving patrons
- Assists in completing questionnaires for external agencies
- Assists in grant preparation, budgeting, and maintenance
- Assists with Technical Services in processing materials and back-up and maintenance of Rosenwald database and online catalog

SECONDARY FUNCTIONS

- Serves on university committees when appropriate
- Supports the library's outreach efforts

## ORGANIZATIONAL RESPONSIBILITY

No direct reports.

## SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- ability to communicate effectively
- attention to detail
- ability to work independently
- ability to work well with staff, the Fisk community, and the public
- highly proficiency in use of Word, Excel, PowerPoint
- firm knowledge of library operations
- ability to use initiative in the work setting
- ability to use library technology, including scanners, databases, printers, etc.

## QUALIFICATIONS

Education: Bachelor's degree preferred

Experience: Experience in an academic library environment preferred

Licenses or Certificates: None required

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time