

## Sam Houston State University Human Resources

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### Staff Classification Description – Library Associate

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N268 (N1)  
**Grade:** 9  
**Date:** 11/2014

**Department:** Newton Gresham Library

**Educational & Experience Requirement:** Bachelor's degree in related field as required by library needs. No experience required. Previous library experience would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs complex tasks in the operation of a specific work unit in the university library.

**Supervision Given & Received:** Works under minimum supervision and may supervise student employees or library assistants.

**Primary Responsibilities:** Supervises and trains staff and students working in a defined library work unit. Furnishes information on library activities, facilities, rules, and services. Explains the use of reference sources, describe or demonstrate procedures for searching catalog files. Helps to develop policies and procedures that increases productivity. Oversees and assists a work unit to search catalog files and shelves to locate information. Issues and receives materials for circulation or for use in the library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials, compiles list of library materials according to subject or interest, and, selects, orders, catalogs, and classifies materials. Performs other related duties as assigned.

**Other Specifications:** May require the ability to type. Familiarity with PCs and Windows applications. Night or week-end work may be required. Must be able to lift and carry boxes; load and push book trucks; and shelve books.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**