## **LIBRARY AIDE**

*Regis High School is a Catholic, Jesuit, college preparatory school for approximately 530 academically gifted and talented young men. Located in New York City and founded in 1914, Regis is the only Jesuit, full-scholarship high school in the country. Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. Regis seeks to inspire and educate the ethnically diverse young men in its care to become imaginative Catholic leaders committed to promoting justice and exerting leadership in the Church, in their civic community, and in their future chosen profession.*

## **Position Summary**

The Library Aide performs duties in support of the orderly operation of the Regis High School library under the direction of the Librarian. This is an hourly, school-year staff position.

Specifically, the Staff Member’s duties include

## Monitoring and Disciplinary Duty (Primary Responsibility):

* + Maintains order and discipline among students using the library

## Clerical Duties:

* + Maintains the library in a neat and orderly condition
  + Adds value to student copying and printing accounts
  + Adds paper to all printers and the copier and maintains all small office equipment (pencil sharpener, staplers, etc.)
  + Shelf-read on a regular basis
  + Submit electronic repair tickets to the Technology Department, as needed

## Circulation and Library Related Duties:

* + Checks-in and displays in-coming periodicals
  + Checks-in and shelves in-coming library materials
  + Checks out circulating materials
  + Assists in the yearly library inventory in June
  + Performs related duties as assigned
* Minimum Qualifications:
* High School Diploma or its equivalent
* Possession of sound computer skills

Additionally the Staff Member:

1. supports the Jesuit/Catholic mission of the school;
2. works in collaboration with the administration in observing the principles and ideals for which Regis High School stands and should conduct himself/herself at all times in a manner which shall not bring reproach upon himself/herself;

## **To Apply**

Interested applicants should submit a cover letter, resume, and a list of three references by email to Ms. Silvia Gerber, Secretary to the Search Committee, [**employment@regis.org**](mailto:employment@regis.org). Qualified applicants, when all their required documents are submitted, will be contacted regarding next steps.

*Regis is an EOE (Equal Opportunity Employer)*