



Staff Position Posting

Assistant, Facilities

Department: LITS: Facilities, Robert W. Woodruff Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately (On-Campus)

Job Description

Acts as liaison with building services and maintenance on facilities cleaning and maintenance needs; coordinates and ensures follow through. Coordinates day-to-day building services requests and needs; meets regularly with building services supervisor. Identifies and coordinates routine repair and maintenance issues with building maintenance representative. Provides support for a wide variety of building/facility related maintenance issues and projects. Performs other related duties as required.

Key Responsibilities

Acts as liaison with building services and maintenance on facilities cleaning and maintenance needs, coordinates and insures follow through.

- Coordinates day-to-day building services requests and needs; meets regularly with building services supervisor for library
- Identifies and coordinates routine repair and maintenance issues with building maintenance rep
- Provides support for a wide variety of building/facility related maintenance issues and projects.
- Fulfill the member roles of learning, communicating, providing, contributing and collaborating as defined in the Member and Leader Roles and Responsibilities document and actively participate in continuous improvement efforts.
- Perform other duties as needed to accomplish the goals of the team and the library.
- Participate in library and university committees and in professional development activities as needed to support and meet the changing environment of the library and the academic community.

Minimum Qualifications:

A high school diploma or equivalent and three years of related experience, or an equivalent combination of education, experience, and training.

Preferred Qualifications

Working in the library requires: demonstrated ability to accomplish timely and high quality work, handle a variety of duties, adapt to changing demands and priorities, work successfully in a team environment, and communicate effectively with all segments of an academic community.

Note:

Position tasks are generally required to be performed in-person at an Emory University location. Remote work from home day options may be granted at department discretion. Emory reserves the right to change remote work status with notice to employee.

Application Procedures

Interested candidates should review the applications requirements and apply online at

<https://staff-emory.icims.com/jobs/57678/assistant%2c-facilities/job>

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Diversity Statement

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.