



Position Title	Medical Library Assistant
Position Number	988933
Requisition Number	11469
Salary Range/Pay Rate	\$37,962 annually.
Position Notes	This position is an Oakland University Professional Support Association-MEA/NEA position. The incumbent will be represented by the MEA/NEA. This position will remain open a minimum of five (5) working days. External applicants may be considered. Qualified bargaining unit members will receive interviews and initial consideration.
Employee Group/Grade	C-8
Unit Number/Name	0100 - School of Medicine
Division	Academic Affairs
Job Category	Clerical-Technical
Shift/Days	This is a full-time position. Working Tuesday through Friday, 11:00 a.m. to 8:00 p.m. Saturday 8:00 a.m. to 5:00 p.m.
Pay Schedule	Month
Minimum Qualifications (indicate training, education)	High school graduation or an equivalent combination of education and experience. Four years progressively responsible library and/or secretarial experience. Ability to instruct and direct lower level non-exempt employees and student assistants in work methods and procedures. Ability to organize, prioritize, and expedite workflow in a library unit. Ability to select, assemble and organize data and edit reports. Ability to compose correspondence. Knowledge of proper grammar, spelling and punctuation and ability to utilize proper standard office source materials. Ability to perform general bookkeeping/clerical accounting. Possess the keyboarding skills necessary to perform successfully in this position, minimum 30 wpm. Ability to operate standard office and library equipment. Ability to effectively interact with the public, students, faculty and staff. Ability to perform the functions consistent with intermediate word processing, intermediate spreadsheet, and intermediate database applications as demonstrated by a skills assessment. Ability to deal effectively with people under stress. Ability to work nights and weekends. Ability to successfully coordinate and attend university sponsored social functions. Ability to work under pressure.
Desired Qualifications	Library Technical Assistant degree. Experience working in a health sciences library. Knowledge of medical terminology.
All Qualifications:	Unless otherwise required by an applicable collective bargaining agreement, all minimum, additional and desired qualifications are preferred, but qualifications, degrees, and/or experience deemed comparable and/or equivalent by Oakland University in its sole and exclusive discretion may be considered.
Position Purpose	To provide secretarial services and coordinate office support for the Director and faculty of the OUWB School of Medicine Library. To perform a variety of complex, non-standardized technical or paraprofessional activities of considerable difficulty in the OUWB School of Medicine Library.
Job Open Date	08-17-2011
Job Close Date	Open Until Filled

For more information on Oakland University's salary structure and fringe benefits, please go to our website at www.oakland.edu faculty & staff benefits and compensation. Oakland University, as an equal opportunity institution, is committed to compliance with all federal and state laws prohibiting discrimination. Oakland University prohibits discrimination on the basis of race, sex, color, religion, national origin or ancestry, age, height, weight, familial status, marital status, disability, creed, sexual orientation, veteran status and other prohibited factors in employment, admissions, educational programs and activities. Inquiries or complaints may be addressed to Oakland University, Director of Inclusion/Intercultural Initiatives. Department of Inclusion/Intercultural Initiatives, 203 Wilson Hall, Rochester, Michigan 48309-4401

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