

**Job Title:** Library Clerk/ Help Desk Attendant  
**Department:** Rich Library & Information Services  
**Reports To:** Director of the Rich Library

**About the Organization:**

Trinity Preparatory School is an independent, co-educational College Preparatory School serving more than 800 students in grades six through 12 with 125 employees. The school is affiliated with the Episcopal Church, and the 100-acre campus in Winter Park, Florida is surrounded by two beautiful lakes. The staff and faculty embody a tradition of high performance, growth, development, and professional demeanor. Salaries and benefits are competitive with national peer schools.

The Rich Library serves as Trinity Preparatory School's information hub in which all academic, intellectual, spiritual, and co-curricular learning and teaching may occur. Everyone is welcome; silence is not a prerequisite. Students and teachers explore, investigate, collaborate, and connect with one another and the larger community in a vibrant and active space. The Rich Library is committed to reading, research, and supporting writing of all kinds. Library holdings include hard copy and significant electronic sources.

Rich Library hours are 7:30 am - 5 pm daily, excluding official School holidays.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned as deemed appropriate by the School.

Support the mission of Trinity Preparatory School and the goals of the Rich Library and Technology Department. Tasks include:

- Interact with students and faculty in a welcoming, helpful, and empathetic manner;
- Demonstrate a commitment to lifelong learning and personal growth.

Daily library operation tasks include:

- Order library and tech office equipment and supplies;
- Processing new materials and deliveries for Library and Technology circulation;
- Help troubleshoot and maintain laminator;
- Perform yearly library circulation inventory and associated tasks;
- Maintain a presence at the information desk when not engaged in other activities;
- Manage and supervise student behavior in the library;
- Assist in Help Desk operations in regards to walk-ups which include laptop and peripheral checkouts, printing and basic use of the school's primary library and tech services, which include the web-based library system (Atrium), Canvas (LMS), Google Workspace, and other online services like NoodleTools, TurnItIn

Periodicals and newspaper collection tasks include:

- Supervise all aspects of circulation status
- Maintaining subscriptions with vendors;

Other responsibilities include the following:

- Supporting the Trinity Prep Author Festival
- Circulation of library and tech materials;
- maintaining an appropriate atmosphere including student behavior;
- Assisting with library and tech promotions;
- Shelving materials;
- Staging displays;
- Undertake special project and duties as assigned

### **Required Skills or Abilities**

Library and/or media clerk experience and/or coursework is highly desirable  
Experience and competence with technology and the ability to pick up new technology efficiently and independently. Experience with Google Workspace and library circulation databases, is desirable

The ability to communicate effectively verbally and in writing

The ability and the desire to work with students of all ages

### **Education and/or Experience**

A Bachelor's degree (min.) in library science or related area(s) from a four-year college or university is preferred. Experience working in an educational setting is highly desired.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

### **Reasoning Ability**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Google Workspace; Microsoft Office 365, Cloud-based software; Spreadsheet software and library and research databases and services.

**Other Qualifications**

Must be able to pass a Jessica Lunsford Level II background check

Must be able to pass a drug test.

Must be able to work around children.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

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