

timelines; prepare, distribute and respond to a variety of correspondence.

Input, update and modify a variety of data related to instructional support materials and learning resources into an assigned computer system; establish and maintain automated records and files; initiate queries and generate computerized reports; verify accuracy and completeness of input and output data.

Monitor inventory levels of instructional support materials; assist in ordering, receiving, and maintaining adequate inventory levels of materials and resources; assist in

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ABILITY TO:

Perform a variety of activities involved in the circulation, distribution, receipt, and processing of instructional support materials and learning resources.

Reserve, issue, and distribute instructional support materials in response to staff and faculty needs and requests.

Assist faculty and staff in the location of instructional support materials.

Pull, prepare, sort, and organize materials and resources for delivery according to established procedures.

Check materials and resources in and out using an assigned computerized system.

Verify and inspect incoming materials for damage.

Operate a computer and assigned software.

Keyboard or input data at an§