

Library Assistant – Chapman Learning Center

Reports to: Coordinator of Library Services

Classification: Full-time, 12-month Employee

Pay Status: Hourly, Level III, Non Exempt

Starting Salary Range: \$12.50 - \$13.00

Fringe Benefits per Board Policy

Revised: May 2022

This position is a member of the Chapman Learning Center team who reports to the Coordinator of Library Services. Primary functions are helping students with their research needs, providing computer technical assistance, and assuming responsibility for administering the Library during specific hours.

This position is responsible for helping students access research materials, using computer applications, processing Library materials, and administering the Library during evening and/or weekend hours. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Provide excellent customer service in serving those using the Library and its resources.
2. Have a strong working knowledge of Microsoft Office programs and *myNEOSHO*.
3. Assist with computer issue, NCCC applications, and problems of accessing electronic information resources, both on campus and off-campus.
4. Help students with the Library's information resources, including the Library's general collection, electronic databases, and the Library online catalog.
5. Answering questions in person, by phone, via email, and by others means if available.
6. Processing and logging a variety of print and electronic materials.
7. Assisting with the circulation of library materials and basic collection maintenance like sorting, shelving library materials, and patron maintenance like creating or deleting patron records.
8. Trouble-shooting technological issues.
9. Engaging in outreach activities.
10. Catalogue new learning materials.
11. Process interlibrary loan requests for patrons borrowing materials and libraries requesting NCCC materials, as well as SEKALC films.
12. Operate all equipment in Library, including copier, printer, other electronic devices the library may own, and circulation when called upon.
13. Give Library tours and Library orientation classes to incoming students when needed.
14. Assume responsibility for administering Library functions during evening and/or weekend hours, or in the absence of other staff or Coordinator, including opening and primarily closing of the Library, and supervision of student assistants.
15. Assisting in collection maintenance.
16. Perform other duties as assigned by the Coordinator of Library Services.

Required Knowledge, Skills and Abilities

1. Excellent customer service skills.
2. Excellent computer skills.
3. Excellent interpersonal skills.
4. Ability to work effectively with diverse populations.
5. Willingness and ability to work as a member of a team.
6. Ability to handle multiple tasks at once through-out the day.

Education and Experience

- Associate degree preferred **AND** 2 years of work experience required, preferable in the area of library services **OR**
- High school diploma or High School equivalency required plus 5 years of library service experience.

Working Conditions

1. Work is normally performed in a typical interior library work environment.
2. Some physical effort is required. Standing, lifting (up to 35lbs.), bending, stooping, and manual dexterity for operating office machines.
3. No or very limited exposure to physical risk.
4. Working evenings and/or weekend hours when Library is open.

Application

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, Library Assistant - CLC, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.aspx

Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>