

PART-TIME LIBRARY CLERK II – CHANUTE CAMPUS

Reports to: Coordinator of Library Services
Classification: Part-time, 12-month Employee, 20 Hours per Week
(Not to exceed 20 hours per week without supervisor approval)
Pay Status: Hourly, Non-exempt, Level II
Starting Salary Range: \$11.25 - \$12.00
Fringe Benefits per Board Policy
Revised: December 2018

Purpose of position: This position is a part-time member of the Library team who reports to the Coordinator of Library Services. This position is responsible for Library functions, including helping students with research and serving patrons during specific hours. Duties include, but are not limited to:

Essential Functions

1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Providing high quality customer service to library patrons.
4. Assisting with the location and retrieval of information from the library catalog, databases, electronic portal, and other resources.
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. Processing interlibrary loan requests and maintaining accurate transaction records.
8. Operating office and library equipment, including copier, fax, scanner, iPads, and laptops.
9. Assisting with the circulation of library materials and basic collection and patron maintenance like sorting, shelving library materials or creating or deleting patron records.
10. Trouble-shooting technological issues.
11. Engaging in outreach activities.
12. Inventory office supplies and order supplies according to library needs and budget.
13. Developing a flexible work schedule to ensure facility coverage and service to constituents. This may include evenings and/or weekend coverage.
14. Assuming responsibility for administering essential library functions in the absence of other staff or the Coordinator, including opening and closing of the Chapman Learning Center and supervision of student workers.
15. Learning and providing support related to advising with clerical assistance connected to assisting students with degree sheets, collecting graduation intent forms, and assistance with reverse transfer projects.
16. Perform other miscellaneous library duties as assigned by the Coordinator of Library Services.

Required Knowledge and Abilities

1. Excellent customer service skills.
2. Excellent oral and written communication skills.
3. Ability to work effectively with diverse populations.
4. Good organizational skills.
5. Attention to detail.

6. Familiar with the Dewey decimal system.
7. Proficiency with Microsoft Office.
8. Familiarity with electronic research tools.
9. Be able to multi-task

Education and Experience

- High school graduate; Associate's degree preferred.
- Library and/or customer service experience preferred

Working Conditions

1. Work is performed in a learning center with library services environment.
2. Limited exposure to physical risk.
3. Work requires manual dexterity and standing for periods of time.
4. Some heavy lifting 25+ lbs. may be required.

Application:

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and employment application to: Human Resources Director, Library Clerk II, 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. 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>