



Position Opening: Part-Time Library Technician

Department: Library

Start Date: August 12, 2020

Position Summary:

The successful candidate will, under the direction of the Director of Library Services, assist in all aspects of the functions of the Circulation Desk. The shift of the position includes the hours of Monday, Tuesday, Wednesday, and Thursday from 4:00pm until 8:00pm during the Fall and Spring semesters. Additional hours may be available to fill in for others.

Essential Duties:

- Opens and closes the building following procedures.
- Greets and provides information to campus visitors and patrons.
- Supervises activity in the circulation area as needed.
- Helps with student assistants.
- Circulates materials.
- Locates and shelves materials according to Library of Congress classification system.
- Helps prepare new books and audio visual materials for library circulation.
- Notifies patrons of fines and overdue materials.
- Operates copiers, scanners, and printers in the circulation area and the computer lab.
- Prepares magazines and newspapers for the reference area.
- Collects money for fines and copy charges.
- Processes patron and material records into automations system.
- Maintains file of WTC related newspaper articles.
- Conducts periodic discarding of newspapers and periodicals.
- Assists in the weeding of outdated materials.
- Assists with the inventory of the collection.
- Assists students in the use of the WTC card catalog online.
- Instructs students in the use of databases and other online resources.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of basic office equipment, including copiers, scanners, and printers
- Extensive computer skill and experience
- Ability to give students computer assistance
- Effective communication capability
- Excellent clerical skills, including attention to detail

Training, Education, and Experience:

- High School Diploma or GED equivalent is required
- Experience in customer service and interaction with the public
- Computer training
- Interest in books and reading as well as a high regard for the value of education

Required Qualifications:

- Clerical and organizational skills
- Physical ability to lift 10-15 lbs. and to move about freely when assisting patrons and during inventory
- Wide range of computer knowledge
- Required to be collegial, respectful and professional with faculty, staff and students at all times
- Workplace attendance is essential for job function
- Ability to work scheduled hours is essential

Preferred Qualifications:

- Previous library background
- Familiarity with performing academic research in online databases
- Cash-handling experience
- Knowledge about writing college-level essays and research papers

Salary:

- \$9.00 per hour

To apply, please email WTC Employment Application, cover letter, and resume to hr@wtc.edu. For further assistance, please call Human Resources at 325-574-7602.