



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### Library Assistant

A part-time unclassified support position. Performs a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the Library. This position requires independent decision making regarding usage of library services and materials and a high degree of courtesy when assisting others. This position may have opening and/or closing duties, so reliability is important.

The Library Assistant's primary responsibilities include:

- Running the circulation desk services. This includes checking materials in and out, assisting patrons with locating library materials, answering the phone, troubleshooting technology issues, and monitoring chat help.
- Special projects like inventory, overdue materials and holds, shelf reading, and shifting.
- Assisting with library programming.
- Assisting with supervising student workers.
- General cleaning and organizing.
- Assisting Director of Library Services with collection development needs.
- Recommending updates to policies and procedures as necessary.
- Performing other duties as required.

#### **Special Working Conditions:**

Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records. Often times, the employee must move, shelve and retrieve library materials from high and low settings.

**Qualifications:** Bachelors Degree or an Associates Degree with 3 years experience in customer services and/or running an office. Able to communicate and work with people effectively, courteously, skillfully, and accurately. Able to work independently. Able to use word processing software.

**Preferred:** Library experience.

**Reports To:** Director of Library Services

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**Title IX Coordinator:**

Director of Human Resources (985)448-7929 or (985)448-7930  
1407 Highway 311  
Schriever, LA 70395

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

[hr@fletcher.edu](mailto:hr@fletcher.edu)

or

**Fletcher Technical Community College  
Human Resources  
1407 Highway 311  
Schriever, LA 70395**

Application Instructions can also be located at [www.fletcher.edu](http://www.fletcher.edu) under Employment.