



## 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.

**Qualifications:** Bachelors Degree or an Associates Degree with 5 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 Qualifications:** Library Experience

**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.

**Reports To:** Director of Library Services

[About Us](#) (Click here to learn about Fletcher)

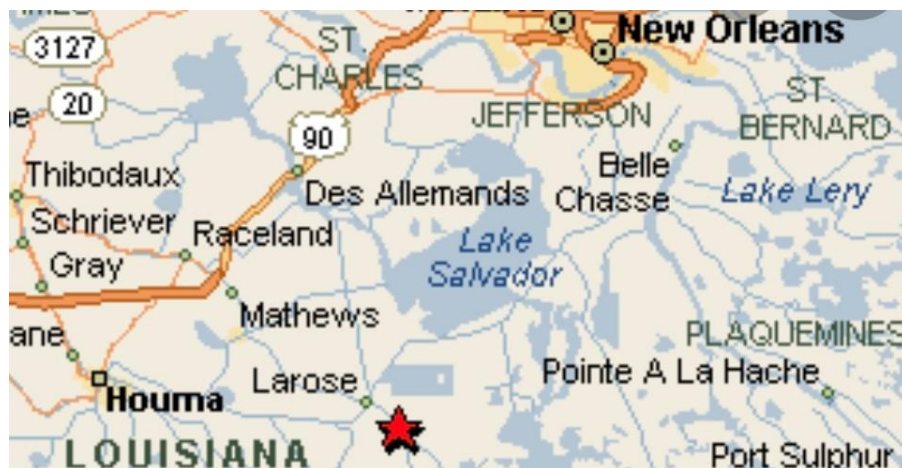
The Schriever, Houma, Thibodaux community is famous for its Cajun food and music, charter boat fishing, swamps, and dance halls. Also, it is well known for its birding trails, an exotic wildlife park, museums, Mardi Gras celebrations, medical facilities and more. The area is designated a retirement community and offers diversity and a rich culture. Residents take pride in their properties and that curb appeal adds to the richness of the community.

**Fletcher Technical Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them. Faculty and staff demonstrate success in working with diverse populations and demonstrate experience in a variety of teaching methods.

**Title IX Coordinator:**

(985)448-5904  
1407 Highway 311  
Schriever, LA 70395

**Campuses are located in Schriever, Houma and Thibodaux, 1 hour southwest of New Orleans.**



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.