**POSITION ANNOUNCEMENT**

**POSITION: Library Assistant (North Metro Campus)**

**POSITION DESCRIPTION:** This position is responsible for providing assistance in the full utilization of services, materials, and resources offered by the Chattahoochee Technical College Library system.

**MAJOR DUTIES:**

**PUBLIC SERVICES**

* Provides basic reference and research services, including bibliographic instruction, to students.
* Answers telephones and greets visitors; provides information and assistance as needed.
* Processes intralibrary and interlibrary loan requests.

**ADMINISTRATIVE SUPPORT**

* Conducts or assists with interviewing, hiring, training and supervising work-study students
* Shares circulation desk duty and monitors student shelf-maintenance activities, including shelving and shelf reading
* Processes overdue notices; places Banner holds; finds and enters book prices for billing
* Assists with ordering, receiving, checking-in, and routing books, supplies, equipment, and furniture.
* Assists in the selection of materials to develop the college collection
* Arranges displays and maintains display cases
* Assists with the purchasing, inventory, and distribution of course materials to dual enrollment and dual achievement students
* Assists with the distribution of course materials to non-Chattahoochee Tech campuses
* Communicates with other departments as well as dual enrollment and dual achievement students regarding the course material distribution process
* Coordinates the maintenance of the library environment
* Repairs books
* Oversees serial management, including receiving, shelf maintenance, renewals, requests, claims and cancellations
* Processes incoming and outgoing mail
* Assists in ordering supplies and equipment
* Performs other related duties as assigned

**MINIMUM QUALIFICATIONS:**

* **Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.**
* **Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.**

**SALARY/BENEFITS:** $39,110.21 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** As coverage permits; if other library staff are available, this position may telework up to 10 hours per week when classes are in session and up to 20 hours per week during school breaks.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: August 2025**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***