



## **Library Assistant Part Time Polk County Campus**

### **Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the part time Library Assistant to be located on the Polk County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to Director of Library Services. This position will assist in library operations, provide reference services, provide circulation services, and assist patrons in the use of library technology.

### **Duties/Responsibilities:**

- Assist users by checking out library materials and receiving returns
- Provides basic reference, research, and library instruction services to users
- Processes new resources, such as books, journals, audio-visual materials, and other reference materials
- Assists library users in the use of computers and software applications
- Assists with displays and maintains display cases
- Monitors the use of and maintains supplies
- Processes interlibrary loan requests
- Uses computer software as a tool for performing clerical assignments
- Ability to lift and carry books, climb ladder or stepstools, push and pull book carts
- Requires prolonged periods sitting at a desk and working on a computer
- Other duties as assigned.

### **Competencies:**

- Ability to perform several tasks concurrently under varying deadlines
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and the public
- Ability to communicate clearly with patrons, co-workers and supervisors.
- Ability to follow library policies and procedures, especially as relate to issuing library cards, checking out items, collecting fines and fees, and processing new materials.
- Ability to count change and handle money.
- Knowledge of computers, the internet, and commercially available library software.
- Ability to work well with others.

### **Minimum Qualifications:**

High school diploma or equivalent \*AND\* knowledge of basic computer and internet applications.

### **Preferred Qualifications:**

Associate degree or higher. Prior library/media center experience.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$15.00 per hour

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets **MUST** be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

**A Unit of the Technical College System of Georgia****Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).