

**Job Announcement**

**Position:**  Library Assistant (P/T)

**Location:** Douglas Campus

**Department:**  Library

**Reports to:** Librarian, Douglas Campus under the direction of Executive Director of Library Services

**FLSA Designation:** Non exempt

**Nature of Duties:** Assists library patrons in use of library resources (including GALILEO). Assists patrons using photocopy machine, computers/printers, and software in library computer lab. Answers telephone inquiries, provides circulation and general information, and shelves library materials. Makes student and employee ids. Observes and enforces library policies and procedures. Performs other duties as required. Work schedule is Monday 7:30-12:15pm, Tuesday 7:30-12:15pm, Wednesday 7:30-12:15pm, and Thursday 7:30-12:15pm; hours may vary based on staffing needs and during quarter break. This position is located at the WGTC Douglas Campus, Douglasville, GA.

**Minimum Qualifications:**

* High school diploma or equivalent \*and\* one year of related work experience.

**Preferred Qualifications**:

* Knowledge of library automation and/or computer applications.
* Effective interpersonal, oral and written communication skills.
* Ability to maintain confidentiality and to deal with people utilizing tact, discretion, and diplomacy
* Knowledge of computers, computer applications and office equipment (such as photocopiers and printers) essential.
* Demonstrated skills in word processing, Internet searching
* Ability to move boxes and materials of up to 25 pounds.

**Salary/Benefits:** $10.50 per hour/No Benefits

**Method of Application**

Interested candidates must complete the electronic application process prior to the closing date at the [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx).

***Employment Policy***

*The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.*

***Notes***

1. *Unofficial Transcripts, resume, and proof of applicable certifications\licensure are required for consideration. Official transcripts and prior employment verification required within 30 days of hire for continuous employment.*
2. *Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.*
3. *West Georgia Technical College is not currently sponsoring work visas at this time.*
4. *This position is not eligible for relocation assistance.*