

Job Announcement

Evening Library Assistant

Wright Library, Vernon Campus

Job Description: The Evening Library Assistant will work on Monday through Thursday from 5:00 p.m. to 9:00 p.m. at the Wright Library on the Vernon Campus.

Duties:

1. Assist faculty and students in locating, using, and checking-out materials in the library.
2. Provide library assistance in person, by phone, and online via email or live chat.
3. Troubleshoot computer and printer problems. Replace toner cartridges and reload the printer with paper.
4. Assist students in accessing and searching article databases.
5. Help students in filing Interlibrary Loan requests.
6. Distribute TexShare cards to VC students and faculty.
7. Assist students in using the computer (e.g., saving files to CD or USB devices) and using computer software (especially MS Office applications).
8. Perform basic shelf maintenance: shelve books and straighten shelves.
9. Assist with group study room reservations.
10. Complete other reports or assignments as requested.

Experience and Training:

1. Experience working with the public in a library, clerical, or comparable setting.
2. Computer proficiency

Education:

High School Diploma or GED
College experience preferred

Knowledge, Skills, and Abilities:

1. General computer knowledge and experience using Microsoft Office products.
2. Good oral and written communication skills
3. Customer service-oriented approach to assisting patrons.
4. Able to work well independently as well as collaboratively in a team setting.
5. Ability to prioritize tasks and manage time effectively.

Hours/Schedule:

The qualified applicant will work 16 hours per week on Monday through Thursday from 5:00 p.m. to 9:00 p.m. The pay is \$10.00 per hour. No benefits are available for this position. This position will be open until filled and is available on June 1, 2026.