

**POSITION NOTICE
BIG SPRING SITE**

POSITION: PART-TIME LIBRARY CLERK #188

NOTE: OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

EXPERIENCE AND OTHER QUALIFICATIONS DESIRED: High school graduate or equivalent required. Associates degree preferred. Two (2) years library or clerical experience preferred. Excellent customer service skills. Must be detail oriented, independent, responsible, and reliable. Have knowledge of Microsoft Office Suite. Show proficiency with detail oriented tasks. Must be able to lift 20-40 lbs. Must communicate well in person and in writing. Must be able to work evenings and weekends.

DESCRIPTION OF JOB DUTIES: Provides support for all library activities including, but not limited to, reference, circulation, technology troubleshooting, event planning, and inventory.

SALARY RANGE: \$7.25 - \$15.00 per hour (not to exceed 19 hours weekly)

POSITION AVAILABLE: Immediately

TO APPLY: Complete application online at: <https://howardcollege.edu/careers/>.

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