

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 detailed 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: <u>https://howardcollege.edu/careers/</u> .
POSTED:	July 15, 2021

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran's status or any other characteristic protected under applicable federal or state law in its employment policies, procedures and processes as well as application and admission processes, educational programs and activities and college facilities.