

**POSITION NOTICE
BIG SPRING SITE**

POSITION: PART-TIME LIBRARY CLERK #507

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 REQUIRED: High school graduate or equivalent required. Associate degree preferred. Two (2) years library or clerical experience preferred. Must possess excellent customer service skills. Must be detail oriented, independent, responsible, and reliable. Have knowledge of Microsoft Office suite. Must be able to communicate both verbally and in writing. Must be able to lift 20-40 lbs. Also, must be able to push heavy carts. 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: \$14.00 (not to exceed 19 hours per week)

POSITION AVAILABLE: Immediately

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

POSTED: March 20, 2025

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.