**Position:** Part-time Library Technical Assistant - Evening shift

**Salary/Wage Range:** $18.91/hr.

**Department:** Instruction

**Report to:** Librarian

**Date Available:** Immediately

**Minimum Qualifications:** Bachelor’s degree or equivalent work experience.  Experience at a community college or medium-sized public library, bookstore or other relevant work experience. Minimum of (1) year of supervisory experience. Demonstrated work history of providing high quality, strong customer-oriented services including problem solving orientation; strong listening skills; experience identifying customer needs; history of coordinated work effort with extensive follow-through and follow-up; and ability to manage, guide, and mentor a diverse staff.  Excellent organizational, interpersonal, and communication skills to include high energy level; cheerful, positive disposition; strong work ethic; high degree of responsibility; and demonstrated ability to work independently and as part of a team. Demonstrated computer proficiency, including basic hardware and software troubleshooting, familiarity with MS Office software products. Adept at learning new technology tools.

**General Description:** Works with the librarian to perform duties that provide excellent customer service and access to information both physical and virtual. Seeks to foster a cordial atmosphere where all library users feel welcome and assisted with their information needs. Assists librarian with overall management of the Library. Collaborates with other library staff to achieve library goals and objectives. Assists with management and supervision of Library Student Workers. This is an evening position.

Assists with management and maintenance of Library Collections. Conducts self in a professional manner promoting congeniality and teamwork with students, employees, faculty, local community members, and related representatives and visitors.  A complete job description and employment application are available at[www.edustaffonline.com](http://www.edustaffonline.com/) or [here](http://www.ncmich.edu/userfiles/filemanager/yaczqijz9oqp4un4c5z3/).

**To Apply:** Please go to [www.edustaffonline.com](http://www.edustaffonline.com/), select AppliTrack Openings, click on college positions, then proceed to apply for this position. In order to receive full consideration, the following information must be submitted: completed employment application, cover letter, resume, three professional references and unofficial college transcripts. Applications will be accepted until the end of the business day: Thursday, September 20, 2018.