Job Posting

Part-Time Library Reference Assistant (Abilene Campus)

Date Posted: February 13, 2019
Posting End Date: Until Filled

Cisco College is accepting applications for the position of Part-Time Library Assistant at the library of the Abilene campus of Cisco College. Minimum requirements for this position include an Associate’s Degree, two years’ computer experience, and effective verbal and written communication skills. Preferred qualifications include previous library experience and a Bachelor’s Degree.

An applicant should possess strong interpersonal and communication skills and have the ability to foster a cooperative work environment.

(Please scroll down to review the complete job description for the position.)

The position will be based at the Abilene campus of Cisco College. The position will be posted until filled. Applications are received via email, fax, and USPS, but email is preferred.

Please note: A complete resume package must include a cover letter, completed and signed Cisco College Application (Application is available on the Employment Page of our website at www.cisco.edu), resume, and unofficial copies of transcripts. Please ensure all required documents are included with your submission. Incomplete packages will be return unprocessed.

Please submit your resume package to:

Shelli Garrett
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
shelli.garrett@cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Part-Time Library Reference Assistant: Abilene Campus
Reports to: Director of Library Services / Library Manager
Last Updated: 08/02/2017

Job Summary

Responsible to provide administrative support and assistance to full-time library staff in offering public services to faculty, students and staff. This individual’s responsibilities will include providing basic reference to students, faculty and staff as well as overseeing reserve materials. This position is primarily for morning hours; however, a schedule of day and evening hours may also be required upon occasion.

Staff members at CC are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, staff are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Assist Patrons with online research & college writing assignments
2. Provides basic reference to patrons
3. Manages and updates electronic reserve materials
4. Maintains a file of all documents for print and electronic reserves
5. Works with professors to update in house reserve shelves every semester
6. Assist faculty with media equipment requests
7. Oversees library computer lab
8. Keep records of copier paper and ink usage for Abilene Library
9. Keep inventory of all supplies and notify Director when replacements are needed
10. Open and close the facility as needed
11. Help set-up displays in library according to holiday, celebrations or promotional events
12. Responsible for overdue items, running report and contacting late patrons
13. Notify Director or Manager when student holds are needed for overdue books or fines
14. Answer patron calls to main library number
15. Maintain gate count and record weekly to shared gate count report
16. Other duties as assigned

Direct Supervision

- Student Assistants in the absence of full-time library staff.
**Minimum Qualifications**

1. Associate’s Degree
2. 2 years previous computer experience
3. Effective verbal and written communication skills

**Preferred Additional Qualifications**

1. Previous Library Experience
2. Bachelor’s Degree in related field