

Announcement of Anticipated Opening

## **CIRCULATION ASSISTANT**

**Job Posting #EA-1004**

**Library**

**Educational Assistant position, Semesters only (34 weeks)**

Part-time Educational Assistant Position

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Application must be postmarked by this date.

October 14, 2015

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Anticipated Starting Date

November 2015

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### **Minimum Qualifications**

An Associate's degree is required. Ability to work with faculty, staff, students and the public. Understands and demonstrates excellent customer service skills. Ability to communicate information on Library policies, procedures, and services effectively. Ability to work as a team with Library personnel in all departments. Must be able to take direction and be detail-oriented. Must have an ability to work independently. Familiarity with an automated circulation system, as well as computers, printers, photocopiers, scanners and tablets preferred. Ability to maintain Library equipment preferred. Knowledge of Microsoft Office, Operating systems, and Blackboard Learning Management System preferred.

Applicants must have an understanding of the mission of the community college; and demonstrated ability to respond to and work with multiple constituencies.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of the position.

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### **Responsibilities**

The Circulation Assistant reports to the Associate Director of the Library and performs a variety of assignments related to the circulation functions of the Library Management Services platform. The Circulation Assistant also answers many of the questions asked at the Circulation Desk and assists in processing and maintaining Library collections and equipment (cameras, tablets, laptops, etc.). Responsibilities of the Circulation Assistant will include but are not limited to the following:

- Operates all circulation functions on the Library Management Services Platform.

- Provides information on Library services, policies and procedures to users.
  - Processes materials placed by faculty on course reserve.
  - Maintains and assists students and other patrons with printing, scanning and photocopying.
  - Supervises student workers as necessary.
  - Performs other duties as assigned.
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### Minimum Salary/Compensation

\$24.94 hourly rate of pay; 15 hours per week (34 weeks per year fall and spring semesters)

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### Application Procedure

Please reference job posting (#EA -1004) on application material  
Send letter of intent, resume, transcripts (unofficial acceptable) and the names of three Professional references to:

#EA-1004  
Human Resources Department  
Manchester Community College  
Great Path, MS #2  
P. O. Box 1046  
Manchester, CT 06045-1046

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### Application Deadline

October 14, 2015

### Background Checks

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

### Continuing Notice of Nondiscrimination

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity, Inclusion and Staff

Development, Manchester Community College, Great Path, P.O. Box 1046,  
Manchester, CT 06045-1046, 860-512-3107, or by email at [lgende@manchestercc.edu](mailto:lgende@manchestercc.edu).

Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.