

MIDDLESEX COMMUNITY COLLEGE

EDUCATIONAL ASSISTANT – LIBRARY ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College, 100 Training Hill Road, Middletown, CT
Hours: 17 hours a week, including evenings and weekends, temporary assignment
Salary: \$21.54 hourly
Closing Date: **October 14, 2011**
Anticipated Start Date: October 27, 2011

Preferred Knowledge, Skills And Abilities:

Associate's degree or higher, together with at least two years of experience in an academic library environment. The Library Assistant is required to have demonstrated ability to perform support services in one or more functional areas of academic librarianship (specifically Circulation and Copy Cataloging); demonstrated ability to interact favorably with staff, students, faculty, and the public; an enthusiasm for tasks requiring attention to detail and accuracy; and strong information technology literacy skills. Knowledge of OCLC and Ex Libris Voyager Integrated Library System a plus.

Substitution Allowed:

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position, and to provide appropriate references.

General Knowledge:

Under the direction of the Director of Library Services, the Library Assistant performs the duties involved in the operation of the circulation desk, including providing public service to library patrons. The Library Assistant is also responsible for assisting in copy cataloging and material processing, and processing interlibrary loan requests. The successful candidate may be called upon to perform special projects as needed to ensure the successful overall operation of the Library.

Examples of Essential Tasks:

Perform and oversee check out/check in of library materials and patron registration in Ex Libris Voyager system; Carry out daily operations of Interlibrary Loan, using OCLC/reQuest systems; Create and maintain in-house records of Interlibrary Loan transactions; Assist in copy cataloging of print materials, involving bibliographic information verification and holding record creation. Perform and oversee material processing; Oversee and participate in shelf reading to make the library's collections easily accessible to patrons; Provide basic reference assistance to patrons, and aid patrons in locating materials; Assist patrons in the use of electronic databases and online catalog and the library's equipment.

Application Instructions:

Send letter of intent, resume, transcript, Board of trustees application, and the names of references to:

Jennifer Hobby, Human Resources Associate
Human Resources & Labor Relations
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Or email at jhobby@mxcc.commnet.edu or fax (860) 343-5870

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.