



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

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Office of Human Resources

POSITION: **Library Assistant I**
Library
Part-Time (15 hours per week)

ANTICIPATED STARTING DATE: Fall 2019

PURPOSE: For a student to receive an opportunity to obtain entry level knowledge of office practices in a library. To understand the organization of knowledge in a library. To gain knowledge and insight on the art of collaboration and team building. Develop and implement customer service techniques both in person and over the phone. To walk away at the end of the term with work experience to apply in future career endeavors.

MINIMUM QUALIFICATIONS: Basic computer literacy, good customer service and interpersonal skills.

RESPONSIBILITIES: Under the supervision of the Library staff, this position will be responsible to provide daily coverage of the circulation desk and charge library materials. Perform general reception and clerical work such as data entry, photocopying, filing, answering phones. Organize and shelve library books and Periodicals. Assist with processing of new books and other library materials. Check shelves and tables for missing or misplaced materials. Perform miscellaneous duties as directed.

MINIMUM SALARY: \$11.00/hour

TO APPLY: Submit letter of interest, resume, and the names of three references to the Financial Aid Services Office.

APPLICATION DEADLINE: Please submit materials to the Financial Aid Office until position(s) have been filled.

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Notice of Non-discrimination:

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, DKosior@tunxis.edu (860) 773-1526, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.