

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT LIBRARY CLERK

PAY - \$13.70 per hour

JOB TYPE – Part-time (see below for details)

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT – Library

REPORTS TO – Head of Library and
Information Services

This position will assist students, instructors, advisors or librarians in the use of materials, equipment and/or services within the Library.

QUALIFICATIONS

MANDATORY: High School Diploma or equivalent. Requires a thorough knowledge of word processing, data input, and database application. Good organization, customer service, and time management skills.

PREFERRED: Associates degree, preferably with two or more years of working experience.

ESSENTIAL FUNCTIONS

Assists with charging, discharging, or renewing of materials.

Assists with office, cataloging, interlibrary loan, and other circulation processes.

Maintains a full and working knowledge of library automated system, system software, college functions, and is able to assist students with basic school related tasks.

Knowledgeably and accurately able to answer and record reference questions.

Reviews materials for possible acquisition and maintains updated knowledge of review sources and new publications.

Assists users in the location of materials through the use of the card catalog library automation system, and other indexes.

Does simple troubleshooting for computers.

Assists in weeding of outdated materials.

Assists in the shelving of all books and other materials.

TERMS OF EMPLOYMENT

Part-time, non-exempt (hourly) position working mainly between the hours of 3:00 pm – 8:00 pm Monday-Thursday (up to 19.5 hours per week).

BENEFITS

Per Oregon law, 1 hour of sick leave will be earned for every 30 hours worked.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.