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JOB POSTING

OFFICE OF HUMAN RESOURCES

August 7, 2014

POSITION: PT Library Clerk

DEPARTMENT: Library

DIVISION: Academic Affairs

HOURS: Part-Time, Non-Exempt Position, Sundays only, 11 a.m. to 5 p.m.

Essential Job Functions: Monitors the library during the evening and/or weekend hours. Assists library patrons and supervises other staff members. Reports to the Library Director.

Essential Duties/Responsibilities:

- Responsible for opening or closing the library.
- Supervise main library circulation desk and enforce library rules.
- Circulate books using online system and manual methods. Circulate media material when necessary.
- Answer patron questions using library resources.
- Answer computer questions. Refer difficult questions to other staff.
- Supervise and delegate work to other library employees or work study staff.
- Shelve books, periodicals, and do shelf reading. Straighten library before closing.
- Maintain library photocopiers and printers.
- Collect statistics.
- Perform routine tasks as assigned.

Required:

- Must be dependable with good interpersonal skills, customer service skills, and some computer knowledge.
- Ability to supervise and manage library operations.

Preferred:

- Some college course work, and library work experience desired.

If you are interested in applying for this position; please submit a cover letter, resume, and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: acowles@nycc.edu

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