

Edison State Community College invites qualified candidates to apply for the part-time (30 hours per week) position of Library/Tutoring Center Specialist (PT). Under minimal supervision, this individual assists Library and Tutoring Center staff by providing exceptional customer service and assistance to users of the Library and Tutoring Center as well as performing paraprofessional library duties.

To be considered candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Examples of Duties

- Staff Library public services desk. Perform circulation functions and basic computer and printer troubleshooting. Provide reference assistance to Library patrons.
- Staff Tutoring Center desk including checking users into the Tutoring Center and answering questions regarding available tutoring services.
- Process incoming and outgoing OhioLINK library materials requests.
- Along with the Tutoring Center Coordinator, coordinate testing services through scheduling and administering tests. Serve as a test reader or scribe for accommodations testing as needed.
- Perform physical and electronic processing for library materials discards.
- Perform physical processing of library materials acquisitions.
- Assist in maintaining the library serials collection, including check-in, processing, and stacks maintenance.
- Assist other Library and Tutoring Center staff with promoting available services through the creation and maintenance of marketing materials and displays.
- Order and inventory office supplies and maintain library money drawer.
- Perform Library/Tutoring Center opening and closing duties.
- Participate in appropriate professional development activities.
- Other duties as assigned by supervisor.

Qualifications

Required Knowledge, Skills, and Personal Qualifications:

- Ability to use standard computer hardware and software.
- Ability to work professionally and tactfully with a diverse group of people.
- Commitment to customer service and communication.
- Familiarity with library tasks and workflows as well as an Integrated Library System such as Innovative Interfaces Millennium or Sierra.
- Ability to be flexible in the time allotted to complete certain tasks.
- Ability to prioritize work to achieve the goals and objectives of the department and college as a whole.

Required Experience:

One year of customer service experience required. Library, teaching, or tutoring

experience preferred.

Required Educational Background:

Associate's Degree required. Bachelor's degree preferred.

Supplemental Information

Supervises following staff:

May supervise part-time student workers or tutors in the absence of the Librarian or Tutoring Center Coordinator.

Work schedule:

Monday through Friday, 8:30am-2:30pm