**POSITION:**

Library Assistant, Golden Isles, Part-time

**JOB DESCRIPTION:**

Under general supervision, provides circulation services for all library materials. Processes library acquisitions or assists in the acquisitions process. Assists in the promotion of library publicity projects. Assists in providing library orientations. Performs administrative/clerical duties and production functions. Assists library patrons in utilizing computers and software applications. Monitors the use of and maintains supplies for library.

**Minimum Qualifications:**

* High school diploma or equivalent and knowledge of library automation and computer applications.

**Preferred Qualifications:**

* Bachelor’s Degree from a nationally or regionally accredited college or university or
* An Associate’s Degree from a nationally or regionally accredited college or university with two years full-time experience working in a library setting.
* Previous library work experience.

**SALARY/BENEFITS:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. Benefits include the State of Georgia Flexible Benefits Program, State of Georgia holidays, and annual/sick leave.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/joblistings/joblistings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

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| **Equal Opportunity Statement**  Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpines.edu](mailto:khoward@coastalpines.edu) , 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, [eharris@coastalpines.edu](mailto:eharris@coastalpines.edu), 912-287-4098; [titleix@coastalpines.edu](mailto:titleix@coastalpines.edu) ADA/Section 504 Coordinator, ada@coastalpines.edu ; All Campuses, 1777 West Cherry Street, Jesup, Georgia. |