

JOB TITLE

Library Assistant

EMPLOYMENT STATUS

Part-time

JOB SUMMARY

Under general supervision, provides circulation services for all library materials. Processes or assists in the processing of materials orders. Assists in the promotion of library publicity projects. May assist in providing library orientation. 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
- Knowledge of library automation and computer applications

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications:

- Prior library experience
- Knowledge of BANNER

COMPENSATION

- Hourly
- Benefit ineligible
- Salary commensurate with qualifications and relevant experience

APPLICATION INSTRUCTIONS

- Apply online at www.southernregional.edu/employment
- Open until filled
- For assistance/accommodations with the application/interview process, contact April Bentley, Human Resources
abentley@southernregional.edu
229-217-4255

NOTICES

- All required education credentials, license, certification and/or registration must be submitted prior to employment
- References will be checked
- Post-offer requirements following a conditional offer of employment to include a criminal history records check and, as applicable, pre-employment/random drug testing, a credit history check, a fingerprint records check, and a motor vehicle records check

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