Library Assistant
Eastern Idaho Technical College

Open for Recruitment: Open until filled
Salary Range: $10-$13/hr Depending on Experience

Location: Idaho Falls. This position reports to the College Librarian

Special Notification: This position is non-classified and part-time (up to 19.5/week) non-permanent under Division of Human Resources and the Idaho Personnel Commission guidelines.

General Responsibilities:

- Questions patrons to determine information needs
- Responds to basic reference requests and inquiries
- Provides basic direction and instructs patrons in locating materials and use of collections and computer catalogs, indexes, and a variety of library equipment
- Performs basic searching involving use of computer terminals and standard bibliographic sources in computerized, microform or printed format
- May review records and verify accuracy of bibliographic information to be entered into databases and on-line systems
- Corrects errors and uses computer to enter or retrieve a variety of data
- Supervises maintenance of files and library catalogs
- Inventories collection and searches for missing materials
- Organizes and shelves materials
- Identifies and recommends library materials for mending, binding, relabeling or replacement
- May authorize billing of patrons for missing or damaged books
- Supervise student workers, as needed

Minimum Qualifications:

- Experience working in a library environment
- Knowledge of library terminology and functions
- Experience locating library materials using a library catalog and classification scheme
- Experience using and applying basic library reference sources including indexes, almanacs and other common bibliographic sources
- Experience filing alphabetically, numerically, or chronologically
- Experience applying computer application software and assisting patrons in computer usage

Additional Preferred Qualifications:

- Experience working in an academic library
- College coursework in library science and/or media specialist

To Apply: Please submit a State of Idaho application form, a letter of application, resume, and a copy of college transcripts to; Annalea Bromley EITC, Human Resources, 1600 S 25th E, Idaho Falls, ID 83404. For additional information, please call 208-524-3000, ext. 3328, or e-mail abromley@eitc.edu. AA/EOE