Library Assistant: Temporary Part Time

Abilene

Director of Library Services / Library Manager

staff. This individual's responsibilities will include plibrary, assists milyichtlerpernne nd tric All Cisco C to follow College policies, rules, regula

- 1. Keep the Library Director and Library
- 2. General circulation duties.
- 3. Be familiar with all policies and pr
- 4. Greet patrons as they enter and lear
- 5. Collect all mail and check the book
- 6. Assist with media equipment reque
- 7. Assist in the library computer lab.
- 8. Help design displays and promotio
- 9. Maintain gate count records.
- 10. Update library signage as directed
- 11. Answer the main library phone and
- 12. Tidy and restock the computer lab.

- $13.\ Open\ and/or\ close\ library\ as\ scheduled.$
- 14. Ability to "think on your feet" and manage in the absence of full-time staff.
- 15. Othh(h)-eu(lpB):47/100333810(1):42/11.(Hi)-42.69/80411469.69EMC/LBody &MCP BDC -33.71 -1.659.695.)T/TT