POSITION:  Library Assistant (PT096)
(Part-Time, No Benefits)

HIRING RANGE:  $10.00 - $14.00 / hour

CLOSING DATE:  June 4, 2010 at 5 p.m.

John Tyler Community College is seeking a friendly, computer savvy individual to work day, evening, and Saturday hours in the Midlothian Campus library. This person will work the information desk and assist students, faculty, and staff in finding information and resources online and in print. This person will instruct classes, work extensively one-on-one with students, and answer basic computer, MS Word and PowerPoint questions.

RESPONSIBILITIES:  The position has responsibilities for developing a portion of the book collection, performing circulation tasks, and staffing the online chat reference service.  In addition, this individual will use Web 2.0 technologies such as the library blog and Blackboard that make library resources available online to students. This position will work 30 hours per week and evening and Saturday hours are required. May be in charge of library at times and will then supervise student assistants.

QUALIFICATIONS:  Strong commitment to public service required. Evening and Saturday hours required. Person must be able to work alone and as part of a team, have reliable attendance, and be comfortable with change. Oral and written communication skills are important. Bachelor’s degree preferred or equivalent combination of education and experience. Library experience, especially reference, and instructional experience are desirable.

APPLICATION INSTRUCTIONS: Acceptable application packages are those submitted through the state job website located at https://jobs.agencies.virginia.gov. Applications which state “see resume” will not be accepted. Background check required. Should you need assistance, please contact Darlene Flythe-Wilkins at 804-594-1417.

NONDISCRIMINATION POLICY: John Tyler Community College does not discriminate on the basis of race, color, national origin, gender, sexual orientation or disability in its programs or activities. Inquiries related to the college’s nondiscrimination policy should be directed to Susan Grinnan, Director of Human Resources, who can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at sgrinnan@jtcc.edu or by at phone 804-706-5035/804-594-1417.

EEO/AA EMPLOYER