

East Arkansas Community College is seeking applications for the Library Support Assistant

JOB SUMMARY:

The Library Support Assistant is responsible for standard or regular support duties within library services.

Position Summary:

The Library Support Assistant will be responsible for daily library tasks which will include assisting patrons with library needs, shelving materials, pulling materials for circulation and other library maintenance. The Library Support Assistant be required to provide general administrative support to the library director, assist with annual inventory and coverage of the library and other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of computers and software application programs. Knowledge of standard library practices. Knowledge of filing and recordkeeping procedures and basic math. Knowledge of customer service principles. Ability to perform data entry, typing, and word processing. Ability to research records to verify and update materials. Ability to operate general office equipment.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a high school diploma; plus one year of experience in library services, customer service or a related field. An associate's degree is preferred.

Starting Salary: \$25,800.00

Please submit an EACC application online and include a resume' with two work references and transcript(s) at www.eacc.edu/employment. You can also email a pdf application and supporting documents to humanresources@eacc.edu. Review of applications will begin immediately and continue until position is filled.

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