



## **JOB DESCRIPTION**

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<b>POSITION TITLE:</b>	<b>LIBRARY ASSISTANT (BESSEMER CAMPUS)</b>
<b>DEPARTMENT:</b>	Library
<b>FLSA:</b>	Exempt
<b>REPORT TO:</b>	Director of Libraries and Media Services
<b>POSITION SUMMARY:</b>	To perform paraprofessional work involving detailed knowledge of library and technical operations. Performs all aspects of library services such as cataloguing, circulation, inventory, acquisitions and audio-visuals in regards to providing library support for students, faculty, staff and the general public.

### **ESSENTIAL JOB FUNCTIONS:**

1. Provides skilled reference assistance in the use and location of print and electronic resources in person and telephone inquiries.
2. Assists students, faculty and staff in retrieving information from the library catalog, virtual libraries, Internet and electronic databases.
3. Supervises work of and trains work-study students.
4. Assists with reporting usage statistics, monthly reserves, and copier statistics.
5. Shelves all circulating materials, reserves, in-house materials and new acquisitions.
6. Enter and edit bibliographic records of books, e-books, equipment and audio-visuals.
7. Maintains database for periodical check-in.
8. Performs word/processing/desktop publishing tasks pertaining to reports, letters, forms and hand-outs for library orientation classes and study guides.
9. Provides general computer assistance for students and faculty using the library computer labs.
10. Performs secretarial duties as needed by librarian/staff which include typing requisitions, checking library request, travel requests, library staff meetings, ordering supplies, and maintaining filing system.
11. Pick up and distribute mail.
12. Serves as staff back-up, as needed, for various library services and functions.

## **EDUCATION AND EXPERIENCE**

Associates Degree in Office Administration, Business Administration, Business Technologies or related field.

Two-Years of Library Work Experience or Part-time Equivalent

### **APPLICATION PROCEDURE:**

An application file consists of the following a) a letter of application, b) three current references letters less than one year old with one or more reference letters addressing the applicant's teaching ability commitment to excellence, c) a completed Lawson State Community College application, and d) a copy of transcripts from all colleges attended. Please note that if employment is offered, the candidate must provide official college transcripts prior to official employment date and agree to a criminal background check.

Application packages and related materials should be to:

Mrs. Vergie Spears  
Office of Personnel  
Lawson State Community College  
3060 Wilson Road, S.W.  
Birmingham, AL 35221  
(205) 925-2515

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post Secondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.