



**VACANCY ANNOUNCEMENT**  
**Palau Community College**  
**Academic Affairs**

VA# : 2017-005  
Open : 4/18/2017  
Close : Until Filled

**Position** : Library Assistant  
**Salary** : \$6,086 - \$10,408 PER ANNUM (depending on qualifications and work experience)  
**Location** : PCC Education and Training Department (Academic Affairs Division)

**Examples of Duties consist, but are not limited to:**

1. Responsible for library circulation activities, including checking books in and out, collecting fines, etc.
2. Responsible for maintaining the collection, shelving books, organizing and maintaining periodicals, conducting the annual library inventory, preparing new materials for circulation, stripping and stamping library materials, and repairing damaged books.
3. Catalogs library materials and produces MARC records for the library's online catalog.
4. Maintains order and cleanliness of the library facilities.
5. Compiles and maintains statistics related to circulation, materials, and equipment.
6. Provides reference assistance and guides patrons in finding and using library resources, including reference materials, audiovisual equipment, computers, and electronic resources.
7. Provides assistance to the Librarian in the preparation of specialized library reports.
8. Responsible for facilitating library activities and programs, assisting with library tours and instruction, and conducting library outreach as needed.
9. Designs posters, handouts, brochures and special displays to promote the use of library facilities or specific programs at the library.
10. Assists with training and monitoring student workers and, in the absence of the Librarian and Library Technicians, supervises routine library activities.
11. Takes an active role in improving library services by making recommendations for changes in policies, procedures, and library activities to better serve library patrons; enforces library policies and procedures.
12. Performs other duties as directed by the Librarian.

**Minimum Qualification/Requirements:**

Minimum of an AAS or AS degree required. Preferred skills: background in library science, excellent customer service skills, general knowledge of library operations and procedures, knowledge in MS Word, and familiarity working with databases, electronic resources and other information technology.

**General information:**

Application forms may be obtained from the Human Resources Office or at the college website: [www.palau.edu](http://www.palau.edu) . Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email [hr@palau.edu](mailto:hr@palau.edu) .

**PCC IS AN EQUAL OPPORTUNITY EMPLOYER**