



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

VA# : 2020-018  
Open : 10/7/2020  
Close : Until Filled

**Position** : Library Assistant

**Salary** : \$8,502 - \$15,098 PER ANNUM (Commensurate with library science education and library experience)

**Location** : PCC Library

**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 Director 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 Director 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 Director.

**Minimum Qualification/Requirements:**

Either an Associate of Applied Science (AAS) or Associate of Science (AS) degree is required, with a degree in library science preferred. Previous library experience is highly desirable. The Library Assistant must have excellent customer service skills; possess general knowledge of library operations and procedures; and be adept with Microsoft word, using the library's online catalog database, electronic resources and other information technology sources in order to meet typical library needs.

**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**