



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

VA# : 2023-006  
Open : 05/29/2023  
Close : Until Filled

**Position** : Library Assistant  
**Salary** : \$7,800.00 - \$13,852.00 PER ANNUM (depending on qualifications and work experience)  
**Location** : PCC Library

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

- Responsible for library circulation activities, including checking books in and out, collecting fines, etc.
- 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.
- Catalogs library materials and produces MARC records for the library's online catalog.
- Maintains order and cleanliness of the library facilities.
- Compiles and maintains statistics related to circulation, materials, and equipment.
- Provides reference assistance and guides patrons in finding and using library resources, including reference materials, audiovisual equipment, computers, and electronic resources.
- Provides assistance to the Librarian in the preparation of specialized library reports.
- Responsible for facilitating library activities and programs, assisting with library tours and instruction, and conducting library outreach as needed.
- Designs posters, handouts, brochures and special displays to promote the use of library facilities or specific programs at the library.
- Assists with training and monitoring student workers and, in the absence of the Librarian and Library Technicians, supervises routine library activities.
- 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.
- Performs other duties as directed by the Librarian.

**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**