VA#   : 2025-007
Open : 4/11/2025
Close : Until Filled

Position   :   Two (2) Library Assistant

Salary   : $7,800 - $13,852 PER ANNUM (depending on qualifications and work experience)

Location   :   PCC Library

Examples of Duties consist, but are not limited to:

1. Greet patrons with a positive attitude and assist them with locating materials, using library resources (materials, computers, etc.), and understanding the academic library policies and procedures. Handling patron concerns and inquiries is also a responsibility for this position.

2. Provides circulation desk services, such as, but not limited to, checking materials in and out using the integrated library system, processing renewals, addressing overdue notices, collecting fines, and providing printing/scanning services.

3. Assists in maintaining the collection by processing new materials, shelving materials, performing minor repairs to damaged materials, weeding the collection, and assisting with the library inventory.

4. Creates and maintains patrons' library accounts as well as issues and renews library cards. Maintaining patron confidentiality is also a responsibility.

5. Performs clerical support by assisting with data entry and record keeping, including compiling statistics related to resources and patron management.

6. Facilitates library activities, participates in library outreach programs, and assists with library tours and instruction.

7. Assists with training and monitoring student workers and volunteers in the absence of the Director and Library Technicians.

8. Takes an active role in enforcing library policies and procedures and improving library services by making recommendations for changes in policies and procedures.

9. Maintains order and cleanliness of the library facility.

10. Performs other duties as directed by the Director.

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 . 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 .

PCC IS AN EQUAL OPPORTUNITY EMPLOYER