

SISSETON WAHPETON COLLEGE

Library

TITLE: Assistant Librarian Trainee
REPORTS TO: Librarian
SALARY: D.O.E.
TOUR OF DUTY: Generally, Monday through Friday (part-time, some evenings)

SUMMARY:

As the Assistant Librarian Trainee, this position will learn the duties and responsibilities as well as the activities of the Sisseton Wahpeton College Library. Incumbent develops knowledge and skills in the principles, practices, objectives and techniques of library science, reads text books, book reviews, library magazines, manuals, departmental regulations and related materials. Incumbent interacts directly with Library users.

DUTIES AND RESPONSIBILITIES:

1. Greets Library users, answers the telephone and provides a wide-range of clerical public contact duties.
2. Explains the general arrangement and resources of the library and the use of the library facilities and resources; assists users to locate library materials; and furnishes information about books, authors and reference materials.
3. Assists in the cataloging of books, along with processing books, periodicals, and other materials into the collections; and makes additions to or corrections in data base material.
4. Assists in the reviewing and evaluating books and other media; choosing library materials for inclusion in library collections; and removing worn and obsolete materials from collections.
5. Supports public-use equipment, which may include adding paper to machines, providing instruction in the use of a machine, and assisting with minor technical issues.
6. Assists as a liaison for activities with community groups or other libraries.
7. Receives training to ensure that there is compliance with all College, Tribal, and Federal policies, regulations and laws that govern the College.
8. Participates on College committees and in faculty/staff meetings.
9. Performs other duties as assigned.

EDUCATION:

- An A.A. or A.S. degree or higher; a degree or experience in Library Science is preferred.

MINIMUM QUALIFICATIONS

- Working knowledge of modern principles and practices of library service.
- Proficient with office machinery and equipment, as well as Microsoft Office and/or relevant position software programs.
- Planning, organizational and time management skills.

JOB OPENING – POSITION OPEN UNTIL FILLED

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OTHER:

- Conduct self in a respectful, cooperative manner when interacting with students, staff, and community members.
- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality.
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

I have read the above job description and agree to perform all duties and responsibilities to the best of my ability.

Employee Signature

Supervisor's Signature

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