POSITION ANNOUNCEMENT/INTENT TO EMPLOY

This is a continuous posting. The position will be open until filled.

POSITION: Library Assistant (part-time)

QUALIFICATIONS: The following are the minimum qualifications for this position:
1. Must possess a high school diploma or GED
2. Previous experience with computers
3. Ability to effectively communicate, both orally and written
4. Ability to maintain confidentiality of patron records
5. Competency in the use of current technologies, including Microsoft Office
6. Ability to assist students, faculty, staff, and community members, including those of diverse cultures and ethnic backgrounds
7. Ability to work day or evening hours, 10-15 hours a week
8. Ability to bend, stretch, and stoop when completing tasks such as shelving books and dusting
9. Knowledge of established policies and procedures of the college
10. Understanding of and commitment to the philosophy of a comprehensive community college

ESSENTIAL FUNCTIONS: The primary function of this position is to assist the librarians in fulfilling the library services of the colleges. This position is under the supervision of the Head Librarian. In addition, this employee must comply with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of this position include:
1. Use the library’s computerized circulation system to check items in/out or collect fines
2. Shelve library materials
3. Assist patrons will use of computers, copier, and printer
4. Answer the telephone and forward calls to appropriate extensions
5. Assemble card applications as needed
6. Assist with inventory and periodical collections
7. Process mail
8. Assist in the processing of new materials
9. Maintain the appearance of the library by completing tasks such as dusting or decorating bulletin boards
10. Have knowledge of and commitment to the philosophy and objectives of the Alabama Community College System, Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College
11. Represent the College and its philosophy to prospective students and to others in the community
12. Perform any additional duties that may be assigned

SALARY: To be determined by the President.

POSITION BEGIN DATE: As Needed   APPLICATION DEADLINE: Continuous

APPLICATION PROCEDURE: Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. Submission of a complete packet is the responsibility of the applicant. For an application, visit our web page at www.nacc.edu or contact us at 256.228.6001, extension 2230. A COMPLETED APPLICATION FOR THIS PART-TIME POSITION CONSISTS OF THE FOLLOWING:

☐ a completed NACC application form
☐ high school or GED transcript

Submit application via mail or in person to:
Lynde Mann, Human Resources Director
Northeast Alabama Community College
P. O. Box 159
Rainsville, AL 35986
(256) 638-4418 or (256) 228-6001, ext. 2230 - 116 PA
ADDITIONAL INFORMATION:

**Criminal Background Check:** In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

**E-verify Compliance:** Northeast Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

**Transcripts:** If selected for this position, transcripts of all college credit or high school/GED credit must be submitted to the Human Resources Office. Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Qualifications” section of this announcement. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.

**Equal Opportunity Employer:** Northeast Alabama Community College is an Equal Opportunity Employer. It is the official policy of the Alabama Community College System Board of Trustees, including institutions under the control of the Alabama Community College System that no employee or applicant for employment or promotion shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law. Northeast Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

**Accreditation:** Northeast Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast Alabama Community College.