

## **Library Assistant**

Part-Time, up to 19 hours per week

The Northland Pioneer College Library is seeking a highly motivated, flexible individual to assist in serving the information needs of students at the Painted Desert Campus in Holbrook, AZ. This position is for up to 19 hours per week and will typically be scheduled for the evenings.

**Location:** Painted Desert Campus – Holbrook

### **Job Description:**

Check out and check in library materials; use library catalog; perform filing; data entry; answer phone; assist patrons in finding & using information; shelve materials; distribute materials; process materials; assist with use of AV equipment, copier, computers, reserve materials, inventory and testing. Monitor library email account. May help process new materials. Perform other functions and tasks as required and assigned.

### **Skills Required:**

Must possess basic computer skills, basic filing skills, basic math skills; have a positive & friendly attitude; a willingness to help others; to interact with professionalism when using the telephone and during in-person interactions; have the ability to get along well with other staff and internal and external customers; must pay attention to detail, and have the ability to follow written & verbal directions; must perform job functions with honesty and responsibility; must act with and demonstrate the ability to maintain confidentiality.

### **Days/Hours:**

Monday through Friday, up to 19 hours per week, typically scheduled for evening hours. Pay starts at current minimum wage.

**Send your resume to [npc.ref@npc.edu](mailto:npc.ref@npc.edu) or contact library staff at (928) 524-7310.**