



Philander Smith College is currently accepting applications for the position of Library Technician.

SUMMARY:

Under the supervision of the Library Director, the Library Technician, performs duties related to carrying out circulation desk operations such as; open and close the library as needed, assist patrons, maintain library materials and equipment, and maintain the patron database. Greets and assists library users employing effective customer service skills.

DUTIES & RESPONSIBILITIES:

- Performs circulation services, including: processing overdue & lost material records; assisting patrons in person, computer, and telephone; demonstrating library equipment, registering new patrons via the library's integrated library system (ILS), and keeping statistics.
- Assist patrons with technical assistance.
- Maintain the patron database in the integrated library system.
- Provide reference assistance & information to patrons such as library rules & procedures.
- Monitors and performs stack maintenance, including shelving of materials, shelf-reading, shifting collections, updating shelf locators, identifying materials for preservation and updating materials.
- Respond to the theft detectors.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

Two years college coursework plus two years of experience working in a library or other environment requiring relevant skills and abilities, or an equivalent combination of education and experience required. Bachelor's degree and experience working with automated library systems preferred.

HOW TO APPLY:

Review of applications will begin immediately and the position will remain open until filled. Interested applicants should submit a letter of application, resume, copies of transcripts and



three letters of professional recommendations to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying and documents should be in Word format. You may also mail your information to:

Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.