Job Description:
Evening Part-time LARC Assistant

The Evening Part-time LARC Assistant shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon recommendation of the President. This position shall report to the Director of the Library & Academic Resource Center or as designated by the President.

Description:

This position is responsible for supervising and monitoring all activities in the Moberly LARC during the evening service hours. This includes evening tutors, providing assistance to students with finding information for coursework in the library electronic databases and book collection, and customer service activities for any member of the college community. Additional responsibilities may be assigned. This is a part-time hourly position, approximately 19 hours per week, during the Fall and Spring semesters.

Qualifications:

The position requires excellent customer service, communication, and telephone skills. Additional requirements include strong computer, clerical skills, and organizational skills with the ability to successfully multi-task. An Associate’s Degree is preferred.

The evening Part-time LARC Assistant shall:

1. Shelve materials and read shelves for inventory as needed;
2. Assist with processing of materials;
3. Prepare MOBIUS materials for delivery system;
4. Assist students in finding information in Library Databases and book collection;
5. Manage Circulation Desk and check in/out library materials;
6. Provide evening basic support for college technology services to include videoconferencing, virtual courses, online courses, printing out user account passwords and other basic level telephone and email support;
7. Contact MACC staff for additional technical support as necessary;
8. Supervise LARC activities in the evenings;
9. Promote and market tutoring services to students;
10. Communicate with students, faculty, and staff via telephone, email or other means;
11. Nightly closing duties including shutdown of computers, printers, and scanners plus securing the LARC facility;
12. Monitor LARC for security concerns and contact MACC Security as needed;
13. Other duties as assigned by LARC Director, LARC Coordinator, or Library Services Specialist.