

JOB ANNOUNCEMENT

Library Technician I

OPENING DATE: July 12, 2018
REVIEW DATE: July 26, 2018
CLOSING DATE: Open until filled
START DATE: ASAP
SALARY: \$32,000 Max DOE
HOURS: 8:00 am to 5:00 pm, Monday-Friday, occasional evenings and/or weekends

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

This position is responsible for assisting patrons in use of library services.

DUTIES & RESPONSIBILITIES

1. Adhere to college and library policies and practices, especially with respect to patron confidentiality and intellectual freedom.
2. Assist patrons in finding information and materials and in use of library equipment
3. Check materials in and out.
4. Shelve materials.
5. File alphanumerically.
6. Prepare new materials for cataloging.
7. Mend materials.
8. Use office and library equipment such as computer, telephone, fax, and copier/printer.
9. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities assigned to this position.

QUALIFICATIONS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- High school diploma or general education degree (GED).
- Previous work experience demonstrating an ability to satisfactorily perform the essential job duties.
- Attention to detail and ability to perform work accurately and completely.
- Ability to learn and follow instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to operate office and library equipment.
- Ability to work well independently as well as a member of a team.

Preferred Qualifications:

- Previous work experience in library setting preferred.
- Previous work experience in a tribal college.
- Knowledge of or interest in Native American peoples, especially of the Pacific Northwest Coast.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Computer Skills:

- Basic word processing, Internet, and email. Ability to learn to use the Integrated Library System and subscription databases

Other Skills and Abilities:

- Other duties as assigned.

Supervisory Responsibilities:

This position has not been assigned supervisory responsibilities.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu