

JOB ANNOUNCEMENT

Library Technician I (Full-time, 12 months)

Opening Date:	August 8, 2022
Review Date:	August 15, 2022
Closing Date:	Open until filled
Location:	Lummi Main Campus
Salary:	\$15.06 per hour
Hours:	Monday-Friday 8:00 AM-5:00 PM

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 the 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 and shelf-read
5. File alphanumerically.
6. Prepare new materials for cataloging.
7. Use office and library equipment such as computer, telephone, fax, and copier/printer.
8. Other duties as assigned.

SUPERVISOR RESPONSIBILITIES

There are no supervisory responsibilities assigned to this position

QUALIFICATIONS to perform the position successfully:

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.
- Previous work experience in a tribal college.
- Previous training or experience in first aid or as a first responder.
- Knowledge of or interest in Native American peoples, especially of the Pacific Northwest Coast

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. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
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/about-nwic/employment or may be requested from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: 360.392.4230
Email: employment@nwic.edu