

SMCHS is seeking a Library Assistant

This is a part time position, 7:00 AM - 12:00 PM Monday through Thursday and 7:45 AM - 4:15 PM on Fridays.

Duties include but are not limited to:

- Communicate and work effectively with students, faculty, staff, and parents.
- Assist in maintaining a welcoming, clean and safe physical condition of Library.
- Assist students researching on line databases and print resources.
- Assist with purchasing decisions to improve the collection and catalog new materials
- Assist with supervision and discipline of student Library patrons during Library hours.
- Assist in maintaining proper working order of printers, computers, photocopy machines and other library devices.
- At times of need, serve at circulation desk: checking in and out of materials, collecting fines and printing/copying funds, answers general and library-related questions.
- Assist students in effective use of Library print and electronic resources.
- Assist with Circulation, including the checking in and out of materials during lunch and after school.
- Read and check shelves of the Library collection while re-shelving books on a regular basis.
- Assist in maintaining proper working order of printers, copiers, computers, and other library devices.
- Purge outdated books and periodicals.
- Assist with inventory, repair, weeding, cataloging, and processing of Library materials.
- Participate in special projects and school events as needed (may include: Open House, Library Programs).

Knowledge of the following computer programs and applications:

1. Windows Operating Systems
2. Microsoft Suite; Word, Excel, PowerPoint, and Publisher
3. Internet web browsers (Internet Explorer, Mozilla Firefox, and Google Chrome)

Qualifications: Library Technology Certificate or working towards the certificate preferred though not required, experience working in a Library is required.

Interested candidates must submit a resume and a SMCHS Classified Application (application can be found at www.smhs.org) to:

Pat Mollica, Director of Human Resources
mollicap@smhs.org

This position is opened until filled.

SMCHS is an Equal Opportunity Employer

