

## On-Campus Job Description



**To apply:** Go to [https://wenatcheevalleycollege.formstack.com/forms/career\\_services](https://wenatcheevalleycollege.formstack.com/forms/career_services) to submit your information to see if you are eligible for funding.

<b>Job Title Code:</b>	Library Technician
<b>Department/Location</b>	John A. Brown Library, Wenatchee Valley College
<b>Rate of pay</b>	\$14.67
<b>Supervisor</b>	Olivia Drakes
<b>Duties and Responsibilities</b>	<p>Main duties: Assist all library staff with day to day basic functions of the Library such as checking in and checking out library material to patrons, collection inventory, shelving books and periodicals, processing of new library material, customer service, and other basic duties as assigned. Ask questions and seek assistance from higher level staff when appropriate.</p> <p>Additional duties: Provide basic information and directional assistance to library patrons. Operate photocopy equipment, printers, faxes, document scanners, and answer telephone. Assist patrons with use of computer catalog. Maintain newspaper and periodical shelves. Special projects as assigned.</p>
<b>Minimum Qualifications</b>	<p>Familiarity with the Dewey Decimal System            Proficient in reading and writing in English            Knowledge of alphanumeric filing systems            Basic computer and keyboarding knowledge            Superior customer service and interpersonal communication skills            Strong work ethic, reliable            Ability to follow written and verbal instructions.            Detail oriented            All WVC employees must obtain COVID vaccination or submit a medical or religious exemption</p>
<b>Educational Benefit</b>	<p>Knowledge advancement in the areas of computer skills, database usage, data entry, interpersonal communication, alpha-numeric filing systems, customer service, and general administrative assistant experience.</p>

6/12/2019 (AO)

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