



Nueta Hidatsa Sahnish College

Position Description

POSITION: Library Assistant (*2)

DEPARTMENT: Student Services

ACCOUNTABLE TO: Library Director

LOCATION: New Town, ND Campus

CLASSIFICATION: Part-Time

FLSA STATUS: Exempt

PAY RANGE: \$14 - \$16

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

POSITION SUMMARY

The Library Assistant provides direct comprehensive support to the Library Director and to students and patrons of the library. The Assistant will also be fully responsible for the upkeep along with the maintenance of the overall area. Ideally 45% of the position will consist of the circulation, research and maintenance of the library another 30% will involve the collection of materials and the final 25% will entail events planning involving the library.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Provides direct support to the Library Director
- Administers clerical duties such as filing, bookkeeping, cataloging, managing of front desk etc.
- Assisting library patrons with inquires or necessities
- Organizing and reshelving returned items such as books, magazines etc.
- Managing and processing of library cards
- Submittal of requisitions, processing of invoices related to the library department
- Maintain cleanliness, appearance and upkeep of the library
- Participate in the planning and development of all library related College and community events
- Assists in the managing of digitizing of special collections/archive
- Responsible for completing required training related to managing digital catalogues
- Interpret library rules and polices for all patrons
- Stay abreast concerning library developments by reading professional literature, viewing online material
- Checking in and checking out of library materials such as books and materials
- Provides aid to students accessing and completing online applications as need be
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have familiarity with library principles, protocols and operating systems. Ability to provide assistance to library patrons concerning resources and activities within the library setting.

Skills: Must possess excellent written, verbal and interpersonal skills. Applicant must be able to multi-task and address issues forthright with tact. Candidate must possess computer skills relevant to classroom and educational administrative setting.

Abilities: Must exhibit excellent leadership ability. Must be able to perform assigned duties with minimal supervision. Must be able to establish effective working relationships with students, faculty, staff and outside agencies.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualification: High School diploma or GED. Ability to follow written and verbal instructions.

Preferred Qualifications: Associates Degree. Proficiency working with Microsoft Office. Previous library work experience preferred. Experience cataloging within a library setting. Firm understanding of bibliographic concepts.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, resume, cover letter, College transcripts to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
301 College Dr. New Town, ND 58763
humanresource@nhsc.edu

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