



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501
205-387-0511

POSITION ANNOUNCEMENT
Posting date: October 9, 2019
Closing date: October 23, 2019

POSITION #789: Library Technical Assistant – Sumiton Campus

APPROXIMATE STARTING DATE: November 2019

GENERAL INFORMATION:

Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

QUALIFICATIONS: Associate Degree with documented proficiency in computer skills and a minimum of three years business and office management experience.

DUTIES: In addition to adhering to the guidelines as specified by the *Bevill State Community College Personnel Handbook*, the Alabama Community College System, and Board of Trustees, duties will include, but are not limited to, the following:

1. Assist students, faculty, and others in obtaining needed information.
2. Work at the Circulation Desk when scheduled or needed.
3. Orient patrons to the arrangement of the library.
4. Circulate library materials and collect fines and fees from patrons.
5. Assist with the use of computers and the copier.
6. Assist with library collection maintenance.
7. Perform data entry of information to the OPAC (Online Public Access Catalog).
8. Maintain Atrium Library System.
9. Assist in re shelving books and periodicals.
10. Assist patrons with the use of library equipment.
11. Prepare reports as assigned.
12. Prepare and send overdue notices.
13. Prepare claims for missing issues of periodicals.
14. Process purchase orders for books and materials.
15. Maintain records of library usage.
16. Type library correspondence and maintain correspondence files.
17. Answer telephone and respond to questions from callers.
18. Process return shipments.
19. Prepare and send faxes.
20. Locate resources for patrons.
21. Maintain confidentiality of student information
22. Assist with training and supervision of work-study students.
23. Assist with library orientations and library instruction of individuals.
24. Assume all other duties assigned by Dean of Student Success and/or the Dean of Instruction.

SALARY RANGE: Minimum \$25,142 -maximum \$39,998 based on experience and educational level for placement on the Alabama State Salary Schedule E5-07.

APPLICATION PROCEDURES:

Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and click on "Faculty and Staff" and then "Employment Opportunities". All applications should be mailed to:

**Office of Human Resources
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501**

OR

**Email in a .pdf format to:
Employment@bscc.edu**

APPLICATION DEADLINE:

All application material **for this position** must be submitted as a **new complete packet** and will become the property of the College. Transcripts **MUST** be submitted with every application for employment.

Completed applications must be received by 3:00 pm, October 23, 2019, to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:

- A signed letter of interest with reference to the **position number** found on the position announcement (no computer-generated signatures).
- A completed and signed Beville State Community College Application.
- Complete transcripts from **every** institutions from which **any** collegiate credit has been earned.
- A resume.
- Three current and **signed**, letters of reference (no older than one year; no computer-generated signatures).

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Beville State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Beville State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Beville State Community College will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.

Please note that Beville State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.