



POSITION ANNOUNCEMENT

PART-TIME LIBRARY ASSISTANT FRONTIER COMMUNITY COLLEGE

- DESCRIPTION:** The Library Assistant position is a part-time position reporting to the Director of Learning Commons at Frontier Community College. Specific duties include providing all facets of library circulation, including daily statistics, patron assistance, shelving library materials, shelf reading, and inter-library loans. General duties may include assisting library staff with library programs, inventory, and data collection.
- QUALIFICATIONS:** Associate's degree or equivalent combination of work experience and course work required. Position requires knowledge of office practices, excellent oral and written communication skills, attention to detail, ability to work independently and the ability to efficiently organize and prioritize work. Excellent computer skills are needed with knowledge of Excel and Word.
- APPLICATIONS:** Send letter of application, resume, and IECC Applications forms (available online at www.iecc.edu/employment) to:
- Frontier Community College
Attn: Director of Learning Commons
2 Frontier Drive
Fairfield, IL 62837
- APPLICATION DEADLINE:** Applications will be reviewed as received and will be accepted until the position is filled.

Illinois Eastern Community Colleges is an institution of higher education comprised of Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. IECC is accredited by the Higher Learning Commission.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at (618) 395-5299 Extension 5522.

EQUAL OPPORTUNITY EMPLOYER