



VACANCY NOTIFICATION

Posting Date: October 13, 2017

Library Associate – Part Time

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

RESPONSIBILITIES:

The College is currently searching for a **Part time Library Assistant** to help patrons at service points; provide help in locating books and other library materials; answer questions about library use and the college in general; use an integrated library system (ILS) to maintain accurate patron records; maintain book shelving; help patrons with use of computers, scanners, and other equipment; maintain periodical and reserve collections; serve as staff facilitator at library events as needed; work with the dean or designate to assist in creating displays; process new books and materials. Perform other related duties as assigned.

The Library Associate (part time) serves as the front line of customer service in the Library and as such must display a high level of professionalism, courtesy and a positive outlook at all times.

REQUIREMENTS:

Minimum of a High School diploma with two years experience working in a customer service position. Previous experience in a library highly desirable. Excellent oral and written communications, interpersonal skills and demonstrable customer service skills along with working in a collaborative setting is required. Experience working with Microsoft Office, mobile devices and an integrated library system preferred. Must be available to work evenings and weekends as needed.

PREFERRED QUALIFICATIONS:

An Associate's Degree is preferred but relevant library experience may be substituted. Experience in delivering successful customer service is preferred. Bilingual skills a plus.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Hudson County Community College Library
Att: David Hardgrove
71 Sip Ave.
Jersey City, NJ 07306
E-mail: dhardgrove@hccc.edu

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER