



**Position Vacancy Notice**  
**Posting date: August 26, 2019**

**Library Associate, College Libraries**

**Job Title: Library Associate (Full time)**

**Department: Academic Affairs**

**Reports to: Director of Patron Services**

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. Fully accredited by the 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. The Libraries was awarded the Association of College and Research Libraries, Excellence in Academic Libraries award in 2016, the first New Jersey academic library to ever be given it. We are proud to offer this exciting opportunity to fulfill one's career goals in a progressive, vibrant, urban environment.

Reporting to the Director of Patron Services, the full time **Library Associate** provides exceptional customer service to all library patrons, including students, staff, faculty, and community users. This position serves as the front line of customer service in the library and as such this staff person must display a high level of professionalism, courtesy, and a positive outlook at all times.

**Responsibilities include:** Assist patrons at service desks; provide help in locating books and other library materials; answer questions about library use and the college in general; use integrated library system (ILS) to maintain accurate patron records; maintain accurate shelving of books; help patrons with use of computers, scanners, and other equipment; maintain periodicals and reserves collections; serve as staff facilitator at library programming events; working with Librarians to assist in creating library displays; process new books and materials. Will perform other related duties as assigned.

**Requirements:** Minimum of a High School diploma with a minimum of two years of experience in an academic library. Excellent oral and written communications and interpersonal skills and demonstrable customer service skills, along with proven success working in a collaborative setting. Experience working with Microsoft Office and mobile devices. Must be available to work evenings and weekends at either campus as needed.

**Preferred Qualifications:** An Associate's Degree is preferred, but relevant library experience may be substituted. Experience delivering excellent customer service in a fast-paced environment. Fluency in Arabic or Spanish preferred.

**Review of applications to begin**

Ongoing

**Applications**

Email cover letter, resume and three professional references as a single PDF attachment to [libraryjobs@hccc.edu](mailto:libraryjobs@hccc.edu), with the email subject "Library Associate FT application." Only applicants who follow this format will be considered.

Due to the anticipated volume of responses, we will only contact those candidates who mostly closely match our requirements.

For additional information and employment opportunities at HCCC, please visit:

[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://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**

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