Position Title: Information Literacy Program Assistant
Reports to: Library Director
FLSA Status: Non-Exempt
Rate of Pay: $12.30/hour – $15.04/hour dependent upon qualifications
Date Prepared: 1/11/2016
Closing Date for Applications: Friday, January 29th, 2016

General Position Summary:
This position will work with the Library Director on a number of grant activities that will include programming, cataloging, research, data entry, processing of materials, one-to-one and group database training.

Key Responsibilities:
• Work with the Library Director to fulfill activities of Native American Library Services IMLS Library Enhancement Project.
• Assist in general routine library operations.
• Plan and promote community events.
• Catalog entries into the Merlin and Pastperfect systems.
• Research topics for development of pathfinder guides for library access.
• Assist library users in computer use, database training, and location materials.
• Provide library services/training to Outreach Sites.

Minimum Qualifications:
A combination of training and experience which would provide the required knowledge and abilities and at a minimum.
• An Associate’s degree or two years of postsecondary education.
• Library experience
• A strong background in customer service.

Preferred Qualifications:
• Ability to work flexible hours including evenings and weekends.
• Have good organizational skills
• Strong writing skills
• Above average skills in Microsoft Office
• Typing and general office skills
• Effective oral and written communication skills
• The ability to analyze and problem solve
• Be able to make decisions and assist students and the general public
• Ability to work well with others

**Work Environment:**
• Primary office environment consisting of using a computer while sitting at a desk.
• Occasional filing and the ability lift up to approximately 30 pounds at one time.
• May occasionally require both local and national travel.

**Reportability:**
• Reports to the Library Director

**Supervision:**
• Student interns when needed

**Application Process:**
Please submit either hard or electronic copy of a cover letter, resume, transcripts, and a completed LCOOCC job application (available on line at www.lco.edu) to:

Human Resources  
Lac Courte Oreilles Ojibwa Community College 13466 W Trepania Road  
Hayward, WI  54843  
Phone: 715-634-4790 Fax: 715-634-5049

Lac Courte Oreilles Ojibwa Community College encourages applications from all peoples and sources however; we follow an Indian preference policy when hiring.