GREENFIELD COMMUNITY COLLEGE

# Greenfield, Massachusetts

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**Posting #Unclassified 18-01**

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| **POSITION:** | **Evening Library Desk Clerk – Part-time, non-benefited position (Mon–Th: 3:30 p.m.–8:00 p.m.)** |
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| **PAY RATE:** | $15.00 per hour; 18 hours per week through June 2, 2018 |
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| **START DATE:** | February 2018 |
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| **GENERAL STATEMENT OF DUTIES:**The Nahman-Watson Library at Greenfield Community College seeks an engaged and service-oriented individual who enjoys working with students and collaborating with others on varied projects. This part-time position involves providing customer of service for the library including resolving student technology issues as well as providing circulation and basic reference functions.  |
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| **THE COLLEGE:**Greenfield Community College is located in the beautiful and historic Pioneer Valley of western Massachusetts, between the foothills of the Berkshire Mountains and the fertile farmland of the Connecticut River watershed. GCC is a public community college serving over 4,800 people annually in credit courses and credit-free workshops. Known for the caring and supportive attitude of the faculty and staff, and for the broad support it enjoys from the surrounding community, the college is fully accredited by the New England Association of Schools and Colleges. In addition to a strong Liberal Arts focus, the College offers a wide variety of innovative and successful programs including Gender and Women’s Studies, Fine Arts, Nursing, Renewable Energy, and Outdoor Leadership, as well as varied learning environments, from traditional classrooms, to distance learning, peer tutoring, one-on-one faculty-student advising, workforce development, and learning communities that cater to specific needs and interests. Close to fifty percent of Greenfield Community College students transfer to four-year colleges, and it is Smith College’s largest source of community college transfer students. Much of the College has undergone a multi-million dollar renovation that incorporates universal design principles to meet the needs of all our students. Greenfield Community College actively encourages and provides opportunities for leadership and professional development. |
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| **EXAMPLES OF DUTIES:*** Staff the library desk and interact with patrons in a friendly and professional manner
* Provide circulation, reserves, and basic information services.
* Assist students with technical issues, including occasional in-depth consultations.
* Log all technical interactions for record keeping.
* Troubleshoot problems with library technology, including printers.
* Assist in the development of instructional materials and library publications.
* Assist library staff with special projects.
* Help keep the library clean, organized and stocked with supplies.
* Close and secure the library per established procedures.
* Other duties as assigned.
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| **MINIMUM QUALIFICATIONS:*** Associate’s degree (A.A. or A.S.) from an accredited institution.
* Knowledge of Microsoft Office Suite, Windows, Mac OS and Learning Management System (Moodle) and other current technologies.
* Experience with computer hardware, including printers and scanners.
* Ability to interact with students, faculty and staff in a courteous and professional manner.
* Ability to work independently and with others in a collaborative environment.
* Previous experience in customer service.
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| **DESIRED QUALIFICATIONS:*** Previous library work experience.
* Experience in a community college setting.
* Experience with Evergreen ILS.
* Knowledge of HTML, CSS, and basic web design.
* Experience in desktop publishing.
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| **EQUIVALENCY STATEMENT:**Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position. |
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| **ADDITIONAL INFORMATION:**This position runs only through June 2, 2018. Hours: Monday through Thursday, 3:30 p.m. – 8:00 p.m. |
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| **TO APPLY:**In order to be considered for this position, you must submit your credentials online. Create a Greenfield Community College account at <https://gcc.interviewexchange.com/jobofferdetails.jsp?JOBID=93338>. You will be able to upload the following required documents for consideration:* Resume
* Cover letter
* Contact information for 3 professional references

When preparing your cover letter and resume, please refer to the minimum and preferred qualifications and, if applicable, include an equivalency statement. Successful completion of a CORI/SORI check may be required.Applications accepted up to and including January 26, 2018. Applications received after the January 26, 2018 deadline MAY be considered until the position is filled.  |
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| **\*\*\*Greenfield Community College is proud to value diversity in our community of faculty,** **staff and students and is an Equal Opportunity/Affirmative Action employer. \*\*\*** |

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# THE COMMONWEALTH OF MASSACHUSETTS

**ACCREDITED BY THE NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES**

1/12/2018