

On-Campus Job Description



To apply: Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor. Library positions may not require work study eligibility. Email aolson@wvc.edu to check your eligibility.

Job Title Code:	Library Technician
Department/Location	John A. Brown Library, Wenatchee Valley College
Rate of pay	July 1, 2019- \$14.24
Supervisor	Olivia Drakes
Duties and Responsibilities	<p>Main duties: Assist all library staff with day to day basic functions of the Library such as checking in and checking out library material to patrons, collection inventory, shelving books and periodicals, processing of new library material, customer service, and other basic duties as assigned. Ask questions and seek assistance from higher level staff when appropriate.</p> <p>Additional duties: Provide basic information and directional assistance to library patrons. Operate photocopy equipment, printers, faxes, document scanners, and answer telephone. Assist patrons with use of computer catalog. Maintain newspaper and periodical shelves. Special projects as assigned.</p> <p>This position is a good match for students pursuing career pathways in education, library sciences, and liberal arts.</p>
Minimum Qualifications	<p>Familiarity with the Dewey Decimal System</p> <p>Proficient in reading and writing in English</p> <p>Knowledge of alphanumeric filing systems</p> <p>Basic computer and keyboarding knowledge</p> <p>Superior customer service and interpersonal communication skills</p> <p>Strong work ethic, reliable</p> <p>Ability to follow written and verbal instructions.</p> <p>Detail oriented</p>
Educational Benefit	<p>Knowledge advancement in the areas of computer skills, database usage, data entry, interpersonal communication, alpha-numeric filing systems, customer service, and general administrative assistant experience.</p>

6/12/2019 (AO)

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process. The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses. To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu. To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.