

PART-TIME LRC TECHNICAL ASSISTANT

GENERAL STATEMENT:

Under the guidance of the director of the learning resource center, will complete assigned duties in the LRC computer room and other components of LRC activities. Main focus of this position is keeping LRC open for weekend use during the long semesters.

REPORTS TO:

Director of Learning Resources

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED, Associate degree, certificate, or equivalent preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Adequate computer and word processing skills. Library skills and experience in an educational setting preferred.

OTHER:

Must be able to work independently and use good judgment in making decisions concerning policies and procedures. Good public relations skills needed. Must exhibit ability to read and follow directions. Must be dependable and exhibit responsibility.

DUTIES AND RESPONSIBILITIES:

- Follow and help enforce LRC policies and procedures.
- Monitor the circulation desk as required, check out books, and dispense reserve materials.
- Supervise student assistants and delegate work responsibilities to those assistants.
- Monitor and assist students using computers in the LRC Computer Room.
- Answer questions or seek information to help customers with questions concerning the LRC, research, policies, procedures, or other general information.
- Assist with assigned LRC projects.
- May be required to proctor online tests for students in distance learning classes.
- May require irregular evenings and/or weekend work.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to lift, push, or pull 40 lbs.
- May be exposed to eye strain.
- Entails working, standing, bending, reaching, and sitting for long periods.
- Weekend hours required.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 11/9/12

Revised:

JD553