

Learning Commons Office Assistant

DEPARTMENT: Learning Commons

JOB TITLE: Learning Commons Office Assistant

SUPERVISOR: Robyn Westmoreland, Library Technical Assistant
Student Success Center, SC-333
Rlloyd1@tctc.edu
864-646-1758

DUTIES:

Provides customer service in Learning Commons – may include basic circulation functions, such as loaning and returning library materials, answering patron queries, printing or technical support, and providing directions. Assists with daily tasks – may include re-shelving books, preparing books for display, covering new books, and other technical processes as assigned. Undertakes general upkeep of the Learning Commons – may include cleaning, straightening furniture, and sanitizing surfaces. Assist with outreach events, as needed – may include prep of materials, distribution of posters/promotional materials, and similar event support. May also assist with special projects and other duties as assigned.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

HOURS PER WEEK: 10 hours per week, dependent upon work load

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus