



Illinois Central College • Human Resources

One College Drive, East Peoria, IL 61635-0001 • (309) 694-5720 • Fax: (309) 694-5789

Website: www.icc.edu • E-mail: hresources@icc.edu

POSITION: Library Circulation Assistant (Full-time)

DEPARTMENT: Instructional Innovation and Learning Resources

LOCATION: East Peoria Campus

GRADE: 6

Provide entry level library circulation services at an ICC library facility.

BASIC DUTIES

Hire, train, evaluate and supervise student workers, including A/V; supervise the circulation of books and other materials; provide accurate and courteous interpretation of library policies and procedures for patrons and staff; manage fines and fees in ILS and PeopleSoft; work with part-time circulation staff to ensure fines and fees notices are completed; provide basic reference service to patrons and assist them with locating and borrowing library materials; assist patrons with library technology and troubleshoot when needed; retrieve and record library statistics including circulation, universal borrowing, periodicals, scantron, library orientation sessions, student IDs and library door count; shelve and maintain the browsing collection and new books shelf; maintain reserve materials by creating bibliographic records in the library's computerized catalog system and ensure federal copyright regulations are followed; issue ID cards and maintain library patron records; process scantron tests and perform related duties as assigned.

NECESSARY QUALIFICATIONS

Completion of high school diploma or equivalent; ability to type a minimum of 35wpm and working knowledge of Microsoft Office – particularly Word and Excel.

DESIRED QUALIFICATIONS

Associate's degree or Bachelor's degree in library science or related field.

APPLICATION PROCEDURE

Qualified applicants must submit a cover letter, current resume, employment application and educational transcripts to: Summer Cannon, Human Resources, Room 339G, Illinois Central College, One College Drive, East Peoria, IL 61635-0001. An employment application can be downloaded from www.icc.edu/jobs.

Application deadline is Tuesday July 7, 2009. Final candidates will be required to complete a background check.

06/24/09 SC

Please notify the Human Resources Office if accommodations are required to participate in the employment process. Illinois Central College is an affirmative action/equal opportunity institution and employer which strongly encourages and invites qualified minorities, women, individuals with disabilities and veterans of the Vietnam era with a disability to apply.