

## STAFF VACANCY

Founded in 1897, Piedmont College is a private, comprehensive liberal arts college with an enrollment of approximately 2,200 students at campuses in Demorest and Athens, Georgia. Unless specified otherwise, position is for the main campus in Demorest, Georgia.

### **Part-Time Public Service Assistant – Athens Campus Library**

Piedmont College invites applicants for the position of Part-Time Public Service Assistant at the Athens Campus. This Public Service Assistant reports to the Athens Campus Library Branch Manager and is responsible for supervision of the Library, its student workers and the circulation desk activities. This position also provides reference service and computer assistance for library users. It includes supervision and service during the Saturday hours of the Athens Campus Library.

#### **The Public Services Assistant**

- Opens and closes the Library and supervises shifts as assigned
- Maintains a secure environment in the building in cooperation with Security
- Trains and supervises student workers
- Assists in the processing of library materials, using the Library's SirsiDynix software
- Shelves and shifts materials and shelf-reads to maintain orderliness
- Processes the mail
- Handles operations of the Circulation Desk
- Assists library users with reference questions and public-access computers
- Works cooperatively and collaboratively with Student Assistants and Library faculty and staff

#### **Preferred Skills/Other Experience**

- Bachelor's degree
- Team-spirited, with excellent interpersonal skills
- Must be able to develop and maintain appropriate and effective collegial relationships with library staff, library users, and the College community
- Detail-oriented and flexible
- Excellent written and oral communications skills
- Excellent computer and information technology skills
- Experience working in a library; work experience in an academic library is a plus
- Customer-service experience

To apply, applicants should submit a letter of interest, a current resume, and the names, phone numbers, and e-mail addresses of three references via e-mail to [happlicant@piedmont.edu](mailto:happlicant@piedmont.edu).

Piedmont College is an EOE/Affirmative Action Employer. Veterans, minorities, women, and persons with disabilities are encouraged to apply.