



Position Opening Notice  
**Part-time Library Assistant**  
16 hours per week (0.4 FTE)

**College and Area Information**

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as Part-time Library Assistant and to work in conjunction with and support of the College's mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon: the county seat of Tillamook County. The county has a population of 26,000 and TBCC served 2,287 students during the 2014-15 academic year.

**Organizational Relationship**

Reports to: Librarian

**Employment Agreement**

July 1-June 30

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

**General Statement**

Responsible for circulation duties; shelving materials; shelf reading; assisting students with using databases, the OPAC, and finding materials; and assisting the librarian with administration of the college's tutoring program.

3-7pm Monday –Thursday w/ occasional adjustments for coverage.

## **Major Areas of Responsibility**

- I. Assist library patrons
- II. Provide circulation services
- III. Assist with administration of college tutoring program
- IV. Assist with scheduling and proctoring of placement test and exams for professional certifications
- VI. Shelving materials
- VII. Assist with library programming

## **Required Qualifications:**

- High School diploma or higher
- Customer service experience
- Must be self-directed and able to work independently as well as in a team
- Ability to maintain confidentiality standards found in a library environment
- Basic computer proficiency
- Appropriate tutoring as time allows within the 16 hour work schedule.

## **Preferred Qualifications:**

- Associates Degree or higher
- Prior Library and/or office experience
- Flexible schedule

### **PREFERRED SCHEDULE**

3-7pm Monday –Thursday w/ occasional adjustments for coverage.

## **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to:

[patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

Applications may also be mailed to:

Tillamook Bay Community College

Attn. Human Resources

4301 Third Street  
Tillamook, OR, 97141

To print application go to: <http://tillamookbaycc.edu/tbcc-employment-opportunities/>

and choose the staff application packet. Application cannot be filled out on-line.

Candidate selected for hire must provide official academic transcripts. Applicants must be prepared to interview at their own expense.

## **Position Open until filled**

First review of applications: July 26, 2017

## **Compensation and Position Availability**

This is a 0.4 FTE position (16 hours/week). Compensation is \$12.02/hour. Benefits are in accordance with Board Policy.