

Assistant, Library
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=256438>

Downloaded On: May. 2, 2025 7:40am

Posted May 1, 2025, set to expire Nov. 29, 2025

Job Title Assistant, Library
Department Libaray
Institution Austin Community College
Austin, Texas

Date Posted May 1, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Assistant, Library

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. [-AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Assistant, Library

Job Description Summary:

Assist patrons and perform all circulation desk functions and other procedures in a highly automated, dynamic and diverse, customer service, and teamwork-oriented environment.

Job Description:

Description of Duties and Tasks

- 1) Performs library services and procedures including checking-in, checking-out, sorting and shelving items, checking book drops, logging-on computers, and opening/closing library.
- 2) Assists patrons with directional questions, equipment use, and updating patron information. Reconciles money collected from library fines and fees.
- 3) Updates and maintains patron, periodicals, and reserves records.
- 4) Performs stack maintenance such as shelving, shelf reading, shifting, and inventory.
- 5) Processes and maintains one or more of the following: reserve materials and files, periodicals, the

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finances and fees process, records daily library statistics, and others such as minor edits and status changes to library records.

6) Monitors and troubleshoots problems with copiers, printers, and the security system.

7) Assists the head librarian in promoting and implementing library safety and security in coordination with the senior library assistant.

8) May assist with inventories, maintains circulation desk supplies. Picks up, sorts, and delivers mail. Participates in special projects as needed.

Knowledge

- * Library operations in a higher education or similar environment.

Skills

- * Maintaining effective time management practices, including an established work schedule, possible weekend and evening hours, and/or work at multiple campus locations.
- * Using effective oral and written interpersonal and workplace communication skills.
- * Using effective organizational and planning skills with attention to detail and procedures or standards, and task completion, in an individual or group setting.
- * Providing superior customer service.
- * Applying problem solving skills.
- * Maintaining confidentiality of patron information and work-related information and materials in compliance with Austin Community College policies and Teaching and Learning Excellence/Library Services (TLED/LS) guidelines, as well as federal and national standards.
- * Establishing and maintaining effective work relationships.
- * Adapting effectively in a multi-tasking, dynamic, and evolving work environment.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.
- * Use automated library systems within a web-based environment.

Required Work Experience

- * Six months related work experience.

Preferred Work Experience

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- * Work experience in a library circulation department and use of proprietary library systems.

Required Education

- * High school diploma or educational equivalent.

Preferred Education

- * Associate degree or higher.

Other Preferred Qualifications

- * Knowledge of library services and operations especially in a community college setting.

Physical Requirements

- * Work is performed in a standard office or similar environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 30 pounds.

Salary

\$47,840

Number of Openings:

1

Job Posting Close Date:

May 13, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

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The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Eastview-Campus/Assistant--Library_R-7203

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Libaray
Austin Community College

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