



POTEAU • SALLISAW • ONLINE

POSITION:

Library Circulation Assistant – Part-time

GENERAL DESCRIPTION:

Carl Albert State College has an opening for a **Library Circulation Assistant** at the Poteau campus. This is a **part-time** position, the schedule being Monday-Friday 10:00 a.m.-2:00 p.m. Possible evening hours as needed. The assistant will perform general duties associated with the operation of the circulation desk. Responsibilities will include (but are not limited to):

- Detailed record keeping
- Use of specialized library software
- Assisting patrons in procedures and use of the library
- General clerical duties
- Supervision of student workers
- Assist in preparation of displays

QUALIFICATIONS:

Associate degree, working knowledge of Microsoft Office, detail orientated, self-starter, ability to follow instructions. Preferred qualifications: library experience.

APPLICATION DEADLINE:

Open until filled.

SALARY:

\$10.00 per hour

APPLICATION PROCEDURE:

To be considered for this position, please submit an online CASC application (available at: <http://carlalbert.edu/employment-opportunities/>), letter of application, resume, copy of transcripts and three letters of recommendation. Application packet may be submitted to:

employment@carlalbert.edu or Fax: 918-647-1359

CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.

RE-POSTED: 4/19/2023