The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Director of Advising Centers/Career Counselor at 731-288-7514 or email jcaviness@dscc.edu.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Part-Time Library Assistant

Business/Location: Manpower on behalf of: McIver’s Grant Public Library
410 West Court Street
Dyersburg, TN 38024

Position Announcement: Part-Time Library Assistant (Includes some nights and Saturdays)

Education: High School Diploma
Experience: Valid previous experience with computers and software.
Preferred Skills:
- Have problem solving and mechanical ability.
- Be willing to aid the public in computer instruction.
- Good verbal and written communication skills.
- Self-motivated and a willingness to learn new tasks as assigned.

Major Duties:
- Assist with circulation duties.
- Shelve all library materials.
- Check materials in and out.
- Direct patrons and locate materials.
- Answer phones properly.
- Use computer terminal to provide information and explain uses of the system.
- Participate in staff development meetings.
- Maintain library public area in a clean and orderly fashion including computers.
  - Keep property and grounds safe and clean.
  - When janitorial service is not on sight be prepared to assist with custodial duties.

Contact information: Manpower Office
1160 Hwy. 51 By-Pass, West.
Dyersburg, TN 38024
tammy.vaughn@manpower.com

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Check out the DSCC Career Counseling webpage. [http://www.dscc.edu/current%20students/career%20counseling](http://www.dscc.edu/current%20students/career%20counseling)