

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 Office of Student Services at 731-286-3240.

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.

Librarian Assistant, McIver's Grant Public Library

PRIMARY RESPONSIBILITIES:

- Works at the circulation desk
- Promotes customer service established within the library
- Continually monitors and assesses patrons' needs and acts to improve services
- Performs general duties such as but not limited to opening and closing the library, emptying the book drops, checking materials in and out, fielding patron requests, generating overdue notices, shelving books, registering new patrons, collecting fines, answering the main phone line, cleaning the library as needed, etc.

REQUIRED QUALIFICATIONS:

- Flexible hours (Tuesday & Thursday nights 4:00 to 8:00 p.m.) and Saturdays 9:00 a.m. to 1:00 p.m.
- High School diploma or equivalent
- Current driver's license with reliable transportation
- Efficient computer knowledge and skills
- Excellent communication skills
- Organizational skills
- Professionalism
- Self- motivation
- Creativity and a love for people

PREFERRED QUALIFICATIONS:

- Customer service experience
- Ability to learn quickly

Interested applicants must report to the Manpower office in Dyersburg to complete application process. Deadline for completion of application is August 31, 2017 by 4:00 p.m. McIver's Grant Public Library is an equal employment opportunity employer.