

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 Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.edu or call 901-475-3137.

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: Fall 2019 DSCC Help Desk, JNC/LRC/Tipton County Public Library, Part-Time

Business/Location: Dyersburg State Community College, 3149 Hwy 51 South, Covington, TN 38019

Requirements:

- **DSCC student enrolled in the current semester.**
- **Must have excellent communication skills.**
- **Must be able to talk to people and to attend to their needs.**
- **Be articulate and speak clearly on the phone.**
- **Be able to explain in non-technical terms so people can understand.**
- **Must be computer literate and be familiar with common office, productivity software applications.**
- **Must have excellent judgement skills to properly evaluate situations and immediately provide effective solutions.**
- **Must maintain a high level of professionalism.**
- **Must perform all tasks responsibly and in an efficient manner.**

Responsibilities include but are not limited to:

- **Following supervisors' directions, Librarian.**
- **Performs all functions of circulation desk routines, including opening-up and closing procedures, checking in and checking out materials, handling reserves, working with borrower's patron records, assisting users in locating books and other library materials.**
- **Answer Help Desk calls and provide user support via telephone, e-mail, and direct interaction.**
- **Make DSCC student/faculty/staff IDs.**
- **Perform other Help Desk clerical tasks as assigned.**
- **Assists students with questions about their on-line classes.**
- **Assisting users with printing and copying.**
- **Issue receipts for prints at the JNC/LRC.**

To apply: Please send a copy of your resume and class schedule to:

mdittmer@dsc.edu or fax to: 901-476-3196

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: www.jobs4tn.gov.