

Pannell Library Assistant

Posting Date: 8/1/2024

Classification: Work-study

Description: Student will be responsible for the following: 1) Checking in and out materials to patrons, staff, and faculty; 2) Answering questions about library cards, printing, and other library related topics; 3) Maintaining library collection by shelving materials, shelf-reading, and dusting; 4) Working at circulation desk as needed; 5) Includes any other duties that may be assigned by the library staff or supervisor.

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Student must qualify for need based work study funding. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with students, staff, and faculty. Will need to have the ability to lift 40 pounds. Available afternoons, evenings and some Saturdays.

Pay Rate: \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Kevin Henard 575-492-2872 | khenard@nmjc.edu