



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: Library Assistant
LOCATION: Sitting Bull College Library
Fort Yates, ND
SALARY LEVEL: Support Staff Level IV
(\$33,600-\$39,600)
SUPERVISION: Director of Library Services

SUMMARY OF WORK:

Sitting Bull College Library needs a dedicated full-time library assistant to help with extended library hours from 11:00 am to 7:30 pm three nights a week and two days 8:00 a.m. to 4:30 p.m. as well as assist with multiple duties in the library and the larger Student Services department. In addition, Sitting Bull College Library needs a full-time assistant that will help provide the increased and expanded library services that a modern library facility requires. The library assistant will be responsible for providing library service to students, staff and the local community. The duties and responsibilities are as follows:

DUTIES AND RESPONSIBILITIES:

1. Assist Library Director with the operation of the library.
2. Work three evenings per week on set schedule.
3. Assist Library Director in recruiting and training part-time personnel.
4. Help students with the libraries electronic online catalog
5. Assist library patrons with their library needs, helping patrons check out books, find available books and ensure that all books are organized throughout the day. .
6. Assist with library recordkeeping and statistics.
7. Help maintain a clean and attractive library environment.
8. Maintains circulation system by following procedures.
9. Assist as backup with Student Service telephone when needed.
10. Assist students needing help with FAFSA and other support.
11. Help students access the online North Dakota Library Express software
12. Performs other related tasks essential to library function.
13. Participate in library-related professional development training.
14. Help with registration as needed.
15. Perform other duties as assigned.
16. Become more knowledgeable of Lakota/Dakota language and culture by participating in the Lakota/Dakota Language courses.
17. Provide friendly, helpful customer service to students, clients and visitors.
18. Attend all scheduled college functions and meetings as required.
19. Serve on college committees as appointed.
20. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
21. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. A minimum of an Associate degree required.
2. Previous experience working in a library preferred
3. Must possess experience with computers and ability to use Microsoft Office software;
4. Must have good interpersonal skills and the ability to work with students and community
5. Must possess good customer services skills, especially the ability to deal with children; and
6. Must possess good research skills using appropriate search engines.

New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. AA * EEO * M * F * V Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered