

Part-Time Library Assistant

General Job Description

SMC seeks part-time Library Assistant to aid the professional librarians in providing service to constituents. Specific examples of job duties: assist the Librarian in all phases of the operation and management of the library; develop familiarity and proficiency in all library databases and software programs; provide reference services; assist students with software programs and databases and with reference questions; be responsible for opening, closing and operating the library as needed.

Minimum Qualifications

Education: Bachelor's degree required

Skills: Computer skills and willingness to learn

Experience: Work in a Library or academic setting preferred

Application Process

Send a letter of application, current resume and unofficial copies of college transcripts to Office of the Controller, Spartanburg Methodist College, 1000 Powell Mill Road, Spartanburg, South Carolina 29301. Application deadline: July 30, 2008. AA/EOE