



JOB TITLE: Library Aide

REPORTS TO: Director of Library Services

DEPARTMENT: Academics

START DATE: Immediately

CLASSIFICATION: Part –Time Staff

SALARY: Negotiable

General Function:

Support Pitts Library and student learning, research, and timely information retrieval.

Duties and Responsibilities:

- Monitor library two nights per week from 4:00 p.m. – 10:00 p.m.
- Assist students in searching library physical and digital collections.
- Assist students in use of computers, software, and cloud-based applications.
- Perform circulation desk duties, including the checking out and in of books.
- Perform sales in college store located in library.
- Shelve and organize books.
- Other projects and duties as assigned.

Minimum Requirements:

- High School Education
- Experience using computers and the Internet.
- Good customer service skills.
- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Working Conditions:

Office environment with minimum 25 pounds lifting required.

Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to: <https://www.andrewcollege.edu/employment-opportunities/> Jennifer Mitchell, Director of Human Resources hr@andrewcollege.edu

The review process will begin immediately and will continue until the position is filled.

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.