



Date: April 16, 2008
Title of Position: Evening Librarian (Part-time)
Salary: \$21.78/hr with no benefits
Effective: May 27, 2008

Statement of Duties: Provides reference service and library instruction; prepares displays and user guides; helps develop and maintain collection and access to electronic resources; covers circulation desk as necessary; assists in closing the facility; and performs other library duties as assigned.

Qualifications: MLS or MLIS degree required; experience in library public services preferred. Must have appropriate knowledge of electronic and traditional library systems and resources. Requires excellent interpersonal and oral and written communication skills; good computer skills. Working knowledge of Powerpoint preferred. Must be accurate, flexible, and dependable.

Additional information: Source of Funding: 03
Area of Assignment: Jonathan Edwards Library
Supervisor: Nancy Walker
Shift: Monday through Thursday 4-8 pm
(while classes are in session, including some summer work)
Days Off: Saturday and Sunday (possibility of Saturday hours in future)

MCCC AFSCME DCE Non-Unit Full-time Part -Time

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Suzan Nicholson, Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201.
www.snichols@berkshirecc.edu

Review of applications begins May 2, 2008, and continues until position is filled. (Internal candidates: Attach updated resume to in-house application form located in Human Resources).
