

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Classified Hourly Position

Weekend Library Assistant

Job #07-065CH

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Weekend Library Assistant, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Dean, Library Services, open and close the Library/Open Media Lab. Oversee student assistants. Answer informational and directional questions. Circulate equipment, print and non-print materials to students. Enforce library policies and procedures. Enter new library patron information into automated system. Assist patrons with the change machine and copiers. Answer telephone inquiries. Gather basic statistics. Troubleshoot routine problems. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

PREFERRED QUALIFICATIONS:

1. Associate's degree.
2. Experience in a public library and/or academic setting.
3. Ability to open and close the Library/Open Media Lab.
4. Ability to oversee student assistants.
5. Ability to provide answers to informational/directional questions.
6. Ability to circulate equipment, print and non-print materials to students.
7. Ability to enforce library policies and procedures.
8. Ability to enter new library patron information into automated system.
9. Ability to assist patrons with the change machine and copiers.
10. Ability to answer telephone inquiries.
11. Ability to gather basic statistics.
12. Ability to troubleshoot routine problems.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.

3. Cover letter addressing your qualifications for the position of Weekend Library Assistant.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$17.91 per hour; level 6-37

Position: Part-time, Permanent, Academic Days Only

Starting date: As soon as possible upon completion of the search process.

Schedule: Friday –Sunday, **not to exceed 16 hours per week**, hours will vary from quarter-to-quarter.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>