|  |  |
| --- | --- |
| 1C_gray | We invite you to join us and be an active part of a multicultural environment dedicated to academic excellence.Posting Date: February 13, 2012 Closing Date: Open until filledAnnouncement: xx-xx-TMP  |

# Reference Specialist

## BASIC FUNCTION

This paraprofessional position works directly with students, responding to basic directional, research and citation questions and providing technical support for software applications and equipment. The position reports to the Library Director.

## ESSENTIAL FUNCTIONS

* Answer basic directional, research and citation questions under the direction of faculty librarians; tools include digital, print, audio and video resources accessed through the library catalog, library website, and research databases.
* Provide basic technical support to students including login, website navigation, and software applications, troubleshoot desktop computer, laptop, scanner, photocopier and software issues.
* Engage in professional development to develop, expand and retain skills.
* Provide clerical and project support to faculty librarians and library director; perform other duties as assigned.

## MINIMUM QUALIFICATIONS

* Associate’s degree from an accredited college.
* Significant experience with Microsoft Office applications.
* Experience with digital and print library collections and research databases.
* Experience troubleshooting basic computer hardware and peripheral issues.

**PREFERRED QUALIFICATIONS**

* Bachelor’s degree from an accredited college or university.

## CONDITIONS OF EMPLOYMENT

* Successful completion of a criminal history background check prior to employment.
* Ability to lift, push and pull up to 25 lbs. with no restrictions.
* Ability to work a flexible schedule.

## THE SUCCESSFUL CANDIDATE MUST DEMONSTRATE

* Ability to maintain flexibility and patience while managing a series of student interactions on a variety of topics.
* Ability to be self-directed and work both independently and collaboratively in a strong team environment.
* Ability to create and promote a friendly and professional environment.
* Ethics and integrity, and sound professional judgment.
* An appreciation of diversity and the benefits of a commitment to cultural awareness and sensitivity in the workplace.
* Ability to work respectfully with students and staff from diverse backgrounds.
* Strong written, verbal and organizational skills.

## APPLICATION MATERIALS

Complete application packages must include the following: **(Materials received that do not contain all of these materials will not be considered by the screening committee.)**

1. Tacoma Community College online application
2. Resume and cover letter.

## TERMS OF EMPLOYMENT

This is an hourly position scheduled to work varied hours up to 17 hours per week.  The pay rate is $13.00 per hour.  A collective bargaining agreement exists and membership in the Washington Federation of State Employees or payment of a service fee may be required.

Corrected or extended recruitment notices will be posted in the Human Resources office.

All documents submitted as part of the application package become the property of the College and will not be returned.

Tacoma Community College is a smoke-free/drug free environment.

All persons hired must verify their identity and eligibility to work in the United States.

***Tacoma Community College values diversity and is an Equal Opportunity Employer and Educator.***

6501 S 19th St Bldg 18, Tacoma WA 98466 253-566-5075 or TDD 253-566-5319 [www.tacomacc.edu](http://www.tacomacc.edu)