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| Skagit Valley College Logo | **SKAGIT VALLEY COLLEGE**  **invites applications for the position of:**  **Library & Archives Paraprofessional 3, Circulation Lead** |

**For qualifications and to apply, complete an online application at** <https://www.skagit.edu/careers>

**The opportunity:** Do you have library and technical experience including up to one year beyond the entry-level? Do you have Library Technology or other information literacy education in addition to relevant experience? Would you like to work at a dynamic community college? If so, we encourage you to learn more about this opportunity and view the complete qualifications online. The Library & Archives Paraprofessional 3 (LAPP3), Circulation Lead position works directly with students, faculty, staff, and the public to provide customer-focused library services.  The position supervises day-to-day operations of the Library, including leading assigned staff. In the absence of the Librarian, the position may assist with basic reference questions or direct students needing additional help to a remote librarian.  Library information resources and services support student learning and achievement by promoting information literacy for the educational, personal, and economic success of students as well as contributing to equitable and thriving communities.  This position works under the general supervision of the Director of Library Services.  
  
This is a full-time, Classified position, working an 11.5-month cyclic schedule, and is located in the Library at the campus in Mount Vernon, Washington.  The hours are variable and may include evening hours

**In this role, you will get to work on:**

* Providing customer service at the Circulation Desk and processing library materials.
* Overseeing a team of part-time, hourly and student workers.
* Supporting the Interlibrary Loan program.
* Related duties including compiling reports, inventory, counting money, representing the library, and other duties.

**About us:** Nestled between the Cascade Mountains and Puget Sound in the northwest corner of Washington State, Skagit Valley College is located 60 miles north of Seattle and 80 miles south of Vancouver, BC. Based in Mount Vernon, the college also serves a campus in Oak Harbor, and centers in Langley, Anacortes and Friday Harbor. SVC is nationally known for its learning communities and for a strong commitment to student success.

**What we offer:** A salary from $2,978 to $3,964 per month, depending on education, qualifications and experience. At SVC, you’ll balance your work and life with professional growth opportunities, paid holidays, competitive vacation/sick leave packages, and an array of health, dental, vision, and retirement plans to meet your current and future needs.

**How to apply:** For full job announcement, qualifications, and to apply, visit the Job Opportunities page and complete an online application at <https://www.skagit.edu/careers>

Skagit Valley College is an equal opportunity employer and is committed to providing equitable opportunities for all groups in terms and conditions of employment and personnel practices. SVC does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. All faculty and staff hired at Skagit Valley College are encouraged to embrace, continually support, and enhance diversity and equity on our campus and in our community.

**Skagit Valley College adheres to a set of guiding principles:**

**Respect, Integrity, Open and Honest Communication, Collaboration and Compassion**