

Library Assistant

Clinton College – Rock Hill, SC

Salary: \$40,000–\$45,000 (Depending on qualifications)

Clinton College is seeking a dedicated and service-oriented **Library Assistant** to support the daily operations of our Library and Learning Commons. This role is essential in creating a welcoming, resource-rich environment for students, faculty, staff, and the community.

Key Responsibilities:

- Provide excellent front-desk and customer service support.
- Assist patrons with locating, borrowing, and returning materials.
- Support students in using library catalogs, databases, and online resources.
- Maintain circulation services, shelving, and organization of materials.
- Provide technology support (printers, computers, copiers) and assist with study and learning spaces.
- Help promote library services through displays, events, and workshops.

Qualifications:

- Associate degree required; Bachelor's degree preferred.
- Previous library or academic support experience preferred.
- Strong communication, customer service, and organizational skills.
- Ability to work independently and collaboratively.
- Comfortable with technology and learning new systems.

Schedule: Primarily on-site, with some evening or weekend hours as needed.

If you are passionate about supporting student success and creating a positive learning environment, we encourage you to apply!

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide a written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a resume and cover letter must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The email's subject line should read "Library Assistant". The process will continue until the position is filled.