



**American Samoa Community College**  
Student Services Division – Library Services Department  
**IN-HOUSE EMPLOYMENT OPPORTUNITY**

**Position Title:** Library Associate  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

Under the general supervision of the Program Director of Library Services, the successful candidate will work directly with the Cataloger and staff supervisor to provide general and specific support in the Library's Education Resource Center Room.

**Responsibilities and Duties:**

- Possess computer software knowledge, including Word, Excel, Power Point, Paper Cut, and Educational Knowledge Box
- Possess and demonstrate knowledge of Online Public Access Catalog (OPAC) and American Samoa Library Consortium
- Be responsible for adding, editing, and deleting library materials as part of the ASCC Library's contribution to the American Samoa Library Consortium Destiny Computer System
- Assist all students and faculty to effectively find information, both online and in-house, to meet their library research and information needs
- Be familiar with the library general collection, Pacific and Samoan collection, education resources collection, and bibliographic records in MARC format
- Supervise federal work study students, as well as monitor the activities and operations on the second floor in the library
- Prepare and keep records of overdue notices, and keep track of lost and damaged library materials
- Compile library statistics for quarterly report
- Maintain positive work relationship with library users
- Participate in workshops or seminars for the professional development of library personnel
- Read book reviews and publishers' catalogs to keep up with the current publications, mainly in Teacher Education
- Compile a new book list for library director's review and to send to book vendors
- Compile a book ordering list for library director's review and to send to book vendors
- Conduct the library orientation tours at the request of faculty and/or students
- Perform basic library services, including checking in and out library materials and assisting with Xeroxing copies for library users
- Compile and update the list of education periodicals and keep it handy for faculty and students to access easily
- Sort new and returned books, periodicals and other items, put them on shelves, and monitor shelves consistently to ensure the library materials are in good order
- Perform other duties as assigned by the Program Director of Library Services

**Minimum Qualifications:**

- Associate's degree in related field with 2 – 3 years of demonstrated experience
- Computer literate in various program software,
- Proficient communication, organizational and coordination skills,
- Ability to be diligent in details as required
- Knowledge of Online Public Access Catalog (OPAC)
- Ability to work independently or with little supervision

**Salary:** GS-10/03-06: \$22,297.00 - \$25,027.00 per annum

**Application Deadline:** December 5<sup>th</sup>, 2023 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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