



American Samoa Community College
Student Services Division – Library Services Department
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 for the Library Associate position 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 the knowledge of 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 in effectively finding information, both online and in-house, and 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, and monitor the activities and operations of 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 publisher's 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 at the request of faculty and students
- Conduct the library orientation tour at the request of faculty and students
- Perform basic library services, including checking in and out library materials and assisting library users with Xeroxing copies
- 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, and return them correctly to the shelves. Monitor the shelves consistently to ensure that library materials are in good order
- Perform other duties as assigned by the Program Director of Library Services

Minimum Qualifications:

- Associate degree in related field with two (2) to three (3) years of related 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-12/04-06: \$15,723.00-\$17,023.00 per annum

Application Deadline: September 6th, 2022

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 474/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu

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