

Posted: 08/26/2022
Hourly rate: \$11.75 - \$15.66
Status: Non-Exempt, Full-time
Sunday – Thursday 12pm-9pm



[The College of Idaho](#) invites applications and recommendations for a **Library and Learning Support Assistant**. As a member of the library team, this position performs a wide range of administrative and support functions for the library and affiliated learning support functions (testing center, writing center, educational technology, archives) including, but not limited to: coordinating all aspects of the testing center; supervising the library during evenings and weekends; serving as a team leader for student employees; tracking and acknowledging gifts to the library; participating in collection projects and processes, including cataloging, course reserves, and inventory.

The Library Learning and Support Assistant position is customer service focused, while providing guidance, training, and a supportive and professional environment for all library users. This position will have the opportunity to interface with departments and colleagues across campus, as well as with external organizations.

The successful candidate will have experience using the Microsoft Office suite, and be comfortable learning new technology, systems and/or online services. They will need to be detail-oriented, self-motivated, and possess strong organizational skills. They will have obtained an Associate's degree or have an equivalent combination of education and relatable experience.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidate must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, cover letter addressing qualifications for the position and a description of the skills and experience you have that will contribute to your ability to successfully work in a diverse campus community. Please also include the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. *Application review will begin immediately.* Applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.