

Library Assistant

Under the direct supervision of the librarian, the library assistant works with the acquisition, recording, and management of library resources according to predefined procedures, and performs other library functions to include assisting with the training and supervision of assigned student assistants and evening and weekend work on a staff rotation basis.

Job Qualifications:

A Bachelor's degree in a business-related field from an accredited institution of higher education with a minimum two years of experience in office administration and organization tasks. Good working knowledge of Microsoft Office tools is required.

Please submit resume, three letters of reference and transcripts to the Office of Human Resources at Morris College, 100 West College Street, Sumter, SC 29150 or electronically to alawson@morris.edu.

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