



Nebraska Indian Community College

Human Resources Office
PO Box 428
Macy, NE 68039
(402) 241-5943

Position: Federal Work Study, Temporary Part-time Library Clerk
Supervisor: Dean of Student Services
Campus: Macy Campus
Hours: up to 10 hours per week
Length: 2024-25 Academic Year
Pay: \$14.50 per hour

SUMMARY OF DUTIES: Will perform various duties as assigned to assist in the operation of the library. Assist with circulation duties, processing of library materials, perform various clerical duties, and assist as needed. Will need to make decisions on how to best assist the individual library user.

SPECIFIC RESPONSIBILITIES AND DUTIES:

- Be familiar with where information is stored in the library so as to assist patrons by directing them to the correct resource.
- Perform circulation duties such as checking in and out books, adding new books, and eliminating outdated materials.
- Assist patrons with computer help when needed.
- Sort returned books, periodicals, and other items and put them back on their designated shelves.
- Inventory and shelve textbooks.
- Assist with clerical duties.
- Other duties as assigned.

QUALIFICATIONS:

- Must be a current NICC student.
- A high school diploma or GED equivalent.
- Must meet Title IV eligibility requirements and be in good standing with NICC, good grades and attendance a must.
- Interested in reading.
- Efficient computer skills required.

TO APPLY:

Respond with a complete NICC application to:

Nebraska Indian Community College
Attn: Human Resources
PO Box 428 • Macy, NE 68039
gbass@thenicc.edu