

Library Assistant, Academic Affairs, Clarkesville

Classification: Work Study

Location: Building C – Carlton Center

Job Description:

North Georgia Technical College is accepting applications for a Federal Work Study Library Assistant on the Clarkesville Campus. The purpose of this position is to assist Library Staff personnel. Duties include providing library services to customers, fulfilling routine library functions, and other duties that may be assigned. Reports to Jamey Wilkes, Library Director.

Qualifications:

- Must have a completed Free Application for Federal Student Aid on file for the 23-24 aid year,
- Must be registered for the current term, and must meet satisfactory academic progress standards.
- Applicants should be neat in appearance and possess the ability to work well with others.
- Applicants must be dependable, punctual, and be able to work the required hours each week.
- As with all NGTC employees, a background investigation is required which may include, but is not limited to, a review and/or verification of criminal history records, motor/vehicle driver's history records, employment history, references, etc.

Salary and Schedule: 15 hours per week at \$12.00 per hour. Schedule will be determined by supervisor.

Application Deadline: Open until filled.

Length of Employment: Employment will begin once background check and employment packet have been completed and can continue each semester if meeting NGTC's SAP and enrollment requirements.

To apply for this position applications are available at <https://northgatech.edu/students/financial-aid/work-study> and is listed as Application for Employment Form. Please return completed applications to the financial aid office or they can be emailed to finaidclarkes@northgatech.edu.

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