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Idaho Falls, ID  
(208) 524-3000

WEBSITE:  
<http://www.cei.edu/hr>

EMAIL:  
[hr@cei.edu](mailto:hr@cei.edu)

# Part-Time Library Assistant

## Non-Exempt Classification

### College of Eastern Idaho

**Open for Recruitment:** Open until filled. First application review will be held the week of July 31, 2018 – interested candidates are encouraged to apply *as soon as possible*.

**Salary Range:** \$9.50 - \$10.16 hourly – No Benefits

**Location(s):** Idaho Falls

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#### GENERAL STATEMENT OF FUNCTION:

Incumbent will perform general library duties to include circulation, reference, assisting patrons with computers and technical questions.

#### EXAMPLE RESPONSIBILITIES:

- Staffing circulation desk
- Assisting patrons with reference and research questions
- Strong communication skills both verbal and written
- Ability to work late morning to early afternoon
- Other related duties.

#### MINIMUM QUALIFICATIONS:

- **EDUCATION:** High School Diploma, some college preferred

#### ADDITIONAL DESIRED QUALIFICATIONS:

- Experience: Previous library experience especially in an academic setting;
- Familiarity with library systems and Microsoft Office;
- Experience with Interlibrary Loan.

#### HOW TO APPLY:

Electronically submit a completed application packet (**in .pdf or Word format**) to [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

1. CEI Employment Application (pdf) (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.**

For additional questions contact: **Human Resources at (208) 535-5495** or by email at [hr@cei.edu](mailto:hr@cei.edu)

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.