

# ***SOUTHWEST TEXAS JUNIOR COLLEGE***

**2401 GARNER FIELD ROAD  
UVALDE, TEXAS 78801-6297  
830-591-7330  
Job Line 830-591-2930**

## **POSITION VACANCY NOTICE**

**Position:** Library Resource Technician

**Job # 212221710302**

**Location:** Del Rio Campus

**Closing Date:** 04/22/22

**Description of Job Duties:** Maintain all library computers; maintain copier and printers; have reference/search skills for both print and online materials; give tours and instruction on the use of all resources; oversee circulation of materials; oversee ILL operations; supervise student assistants in the library; keep record of all monies received and expended; make ID's for students and faculty. Work rules, code of conduct and other policies are part of the essential functions of the job.

**Salary:** Clerical III

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, free tuition for eligible employees and dependents).

### **QUALIFICATION REQUIREMENTS:**

**Education:** Associate degree preferred.

**Experience & Training:** Computer hardware and software experience and/or training a must.

**Additional Qualification Requirements:** Willingness to learn new programs and processes. Must be dependable, resourceful, self-motivated and willing to assist in all phases of library operations. Able to lift 20-25 lbs. Work schedule consists of non-traditional hours, nights and weekends. Must be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other geographic locations served by the college.

**Submit Application To:** **Submit Application To:** Human Resources Coordinator (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) a letter of application, 2) SWTJC application form, 3) resume, and 4) copy of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

Direct Inquiries to: Brenda Cantu, Library Director, 830-591-7252, [bmcantu@swtjc.edu](mailto:bmcantu@swtjc.edu).

### **NOTICE TO APPLICANTS**

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**