PART-TIME
TECHNICAL SERVICES CLERK

RESPONSIBILITIES
- Verifies bibliographic information on book titles prior to ordering
- Data entry and update of all books orders
- Verifies book deliveries against invoices
- Contacts vendor and claims missing titles as needed
- Processes physical volumes
- Maintenance and generation of Books Processed Record Report
- Resolves routine problems in technical procedures
- Assists in inventory and collection maintenance procedures
- Perform related work such as Circulation Desk duty, including regular weekend hours as needed

QUALIFICATIONS
REQUIRED
- High school diploma or equivalent
- Clerical, word processing, database and generation of reports
- Processing and receiving purchased materials, processing of invoices for payment
- General computer, database and word processing software
- Good organizational and communication skills
- Attention to detail
- Moderate lifting

PREFERRED
- Some college
- Familiarity with library work

SALARY
$9.50 per hour. 19 hours per week, Monday through Saturday. Position will remain open until filled.

APPLICATION
Interested candidates should submit a resume and completed official application. Applications should be sent to: applymc@midland.edu.

Natasha Morgan
Director of Human Resources/Payroll
Midland College
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Midland, TX 79705
(432)685-4532

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.