

**SITTING BULL COLLEGE**  
**9299 HWY 24**  
**FORT YATES, ND 58538**

**EMPLOYMENT OPPORTUNITIES**

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**POSITION TITLE:**                    **Library Assistant**

**LOCATION:**                            Sitting Bull College, Fort Yates, ND

**SALARY:**                              Administrative, Level I

**SUPERVISION:**                    Director of Library Services

**SUMMARY OF WORK:**            Sitting Bull College Library needs a dedicated full-time library assistant to help complete the project goals of the IMLS (Institute of Museum and Library Services) Enhancement Grant. In addition, Sitting Bull College Library needs a full-time assistant that will help provide the increased and expanded library services that the new library facility requires. The library assistant will be responsible for providing library service to students, staff and the local community.

**QUALIFICATIONS:**                Associate degree preferred, but related experience is also acceptable. Courses in typing and the use of the computer and of standard office machines; General clerical experience involving public contact; knowledge of standard business English spelling and arithmetic; Good customer services skills, especially the ability to deal with children; Ability to write legibly and type accurately and neatly;

**CLOSING DATE:**                    July 27, 2010

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**New hires are subject to Tribal background check and pre-employment drug/alcohol testing.**

Must be drug and alcohol free.  
AA \* EEO \* M \* F \* B Employer

**Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood, copy of Social Security Card & Valid driver's license & SBC Background check to:**

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered.

## **JOB DESCRIPTION**

**POSITION TITLE:** Library Assistant  
**LOCATION:** Sitting Bull College Library  
Fort Yates, ND  
**SALARY LEVEL:** Administrative I  
**SUPERVISION:** Director of Library Services

### **SUMMARY OF WORK:**

Sitting Bull College Library needs a dedicated full-time library assistant to help complete the project goals of the IMLS (Institute of Museum and Library Services) Enhancement Grant. In addition, Sitting Bull College Library needs a full-time assistant that will help provide the increased and expanded library services that the new library facility requires. The library assistant will be responsible for providing library service to students, staff and the local community.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist library director with implementation of IMLS Enhancement Grant.
2. Provide additional staffing and help provide consistent evening hours.
3. Assist with the move to and set up of new library/archive facility
4. Assist library patrons with their library needs.
5. Assist with library recordkeeping for IMLS grant.
6. Helps to maintain a clean and attractive library environment.
7. Maintains circulation system by following procedures.
8. Maintains a clean and orderly library environment.
9. Performs other related tasks essential to library function.
10. Other duties as assigned.
11. Some knowledge of Lakota/Dakota language and culture

### **QUALIFICATIONS:**

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4. Good customer services skills, especially the ability to deal with children;
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Revised 07-09-10