



Library Assistant

Sandor Teszler Library

The Sandor Teszler Library, nestled within the historic and beautiful Wofford College campus, invites applications for a part-time, non-exempt, evening and weekend library assistant. Reporting to and working directly for the circulation coordinator, the library assistant's primary responsibility is to perform general library circulation duties, close the library during the week, and open the library on Sundays. This position also supervises student workers during night and weekend hours. For a detailed list of all the expectations, including the work schedule, please review the full [position description](#).

QUALIFICATIONS/SKILLSETS:

The library assistant will have a high school diploma (or equivalent degree) and effective interpersonal and communication skills (written and verbal) to coordinate and collaborate well with others. An undergraduate degree and prior library work experience are highly preferred. Additional preferred skillsets include:

- Effective customer service experience
- Supervisory experience
- Professional discretion, good judgement and maturity
- Experience with standard software (e.g. MS Office, e-mail, internet searching)
- Attention to detail, analytical problem-solving skills
- Experience to work independently as well as collaboratively, set priorities and follow through on projects
- Experience, aptitude and discipline to learn and effectively master new software, systems and technology
- This role is required, at times, to lift, push, or pull up to 50 pounds. (move boxes, shelve library materials and push book trucks)

HOW TO APPLY:

Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position, (2) a current resume, and (3) names and contact information for (minimally) three professional references, and can be emailed to LibAssist@wofford.edu.

ABOUT WOFFORD COLLEGE:

Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown [Spartanburg](#), South Carolina. Wofford offers 27 major fields of study to a student body of 1,764 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation's 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous [student organizations](#), including honor societies, professional organizations, faith-based organizations, club sports and three publications.

Neighboring cities to Spartanburg are Greenville, South Carolina, located a half-hour drive west and Charlotte, North Carolina, just one and a half-hour northeast. Asheville, North Carolina, known for its culinary options, the historic Biltmore Estate and outdoor attractions is just one hour north. Atlanta, Georgia and historic Charleston, South Carolina, are both approximately three hours away.

EEO STATEMENT:

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.

COMPLIANCE WITH TITLE IX:

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Reports can be made to the Title IX Coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college’s Title IX Coordinator and external inquires can be made to the Department of Education.

Wofford College Title IX Coordinator
Amanda Estabrook
429 N Church St.
Campus Life Building, Office 6
Spartanburg, SC 29303
(864) 597-4047
estabrookar@wofford.edu

External inquiry can be made to:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
OCR@ed.gov / <http://www.ed.gov/ocr>