



Job Title: Learning Commons Assistant (LCA) – Work Study Student

Position Overview:

Otero College is seeking a motivated and dedicated Work Study Student to join our dynamic team as a Learning Commons Assistant (LCA). The LCA will play a crucial role in maintaining the library, facilitating the circulation of items, assisting with programming in the Learning Commons, and providing exceptional support to students and full-time staff. This position offers an excellent opportunity to gain practical experience in a collaborative academic environment while contributing to the success of Otero College's Learning Commons.

Key Responsibilities:

1. Library Maintenance:

- Assist in organizing and maintaining the library shelves, ensuring items are properly categorized and accessible.
- Perform routine shelving duties, ensuring materials are accurately reshelved to support efficient use of resources.
- Collaborate with full-time staff to keep the library clean, organized, and visually appealing.

2. Circulation Support:

- Process book checkouts, returns, and renewals using the library management system.
- Assist patrons in locating and borrowing materials, providing guidance on library policies and procedures.
- Handle fines and fees, maintaining accurate records of transactions.

3. Programming Assistance:

- Participate in the planning, execution, and evaluation of Learning Commons programming and events.
- Help promote and advertise upcoming events to engage the college community.
- Collaborate with staff to generate creative ideas for programming that cater to students' needs and interests.

4. Student Assistance:

- Provide friendly and helpful assistance to students, faculty, and staff in person, over the phone, and via email.



- Offer guidance on navigating library resources, research techniques, and technology available in the Learning Commons.
 - Support students in using computers, printers, and other technology tools within the Learning Commons.
5. *Collaboration with Full-Time Staff:*
- Work closely with full-time staff members to ensure smooth daily operations of the Learning Commons.
 - Assist in maintaining accurate records of library inventory, circulation statistics, and usage data.
 - Contribute to staff meetings, discussions, and initiatives to continuously improve services.

Qualifications:

- Enrollment as a current Otero College student with active Work Study eligibility.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- A passion for helping others and contributing to the college community.
- Ability to work independently as well as collaboratively within a team.
- Basic computer literacy and comfort with technology tools commonly used in libraries.
- Willingness to learn and adapt to new procedures and technologies.

Work Schedule:

The Learning Commons Assistant position requires a commitment of up to 15 hours per week, with a flexible schedule based on the student's availability and the needs of the Learning Commons. The position will operate during regular Learning Commons hours, including evenings.

Compensation:

Hourly wage in accordance with Otero College's student employment program.

Application Process:

Interested candidates should fill out the online student employment form and submit their resume and a cover letter detailing their motivation for the position and relevant qualifications. For more information contact Sherry Johnson at

Sherry.Johnson@otero.edu



Application Deadline:

8/31/2023 or until filled.

Notice of Non-Discrimination: Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.