

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Library Assistant
Opens:	October 9 – October 23, 2025
Supervisor:	Librarian
Classification:	Part time
Salary:	According to SCC Salary Scale, depending on experience and education – Fringe Benefits

JOB SUMMARY:

The College Assistant Librarian supports the academic mission of the institution by assisting with library operations, student research needs, and access to print and digital resources. This position helps foster an environment that supports learning, teaching, and research for students, faculty, and staff.

JOB DUTIES:

- Assist with circulation services including check-in/check-out, reserves, and interlibrary loan requests.
- Provide reference and research assistance to students, faculty, and staff.
- Support library instruction sessions, orientations, and workshops.
- Assist with cataloging, classification, and organization of library materials.
- Maintain records, track usage statistics, and assist with data collection for reports.
- Provide support for digital resources, including databases, e-books, and online journals.
- Supervise and train student workers as assigned.
- Assist with library promotions, displays, and outreach efforts.
- Ensure a quiet, welcoming environment for study and research.

KNOWLEDGE, SKILLS, AND ABILITIES:

- High School Diploma required
- Prefer associates degree
- Experience working libraries and archives is preferred but will also offer training
- Ability to work independently and make decisions
- Demonstrate good organizational skills
- Excellent written and oral communication skills

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- Letter of interest
- Current resume or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: Stone Child College Human Resources Director Interim – hr@stonechild.edu Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.