

Job Title: Administrative Clerk Sr (PT)
Position Number: 3LIBRSV-HNC-5
Campus: Cato
Department: Library Services
Job Duties: Duties and responsibilities include but not limited to servicing the circulation desk, assisting patrons with basic questions in using the library resources, computers, equipment and maintaining library materials in order.
Requirements: Minimum requirements are a HS diploma/GED with basic knowledge of MS Office software. Must be able to lift books and carry small library equipment. Desirable candidates must be dependable, with public service skills and be available to work flexible hours.
Apply to: Interested candidates should send resume and completed CPCC part time application
https://www1.cpcc.edu/humanresources/forms/docs/recruiting-staffing/part_time_application.pdf
to: Marcia Addison
Assistant Director CPCC Libraries
Central Piedmont Community College
P. O. Box 35009 Charlotte, NC 28235
<marcia.addison@cpcc.edu>.