Library Technician I

**DEPARTMENT:** Library  
**Closing Date:** Review will begin November 10, 2016 and continue until position is filled  
**Employment Detail:** Permanent, Part-Time (34 hours per week)  
**Salary:** $10.738/Hour

**DUTIES:**
- Processing library resources
- Scanning and digitization of documents
- Organization and maintenance of library resources
- Library resource preservation
- Database records maintenance
- Other duties as assigned

**REQUIRED QUALIFICATIONS:**
- High school Diploma or equivalent

**REQUIRED SKILLS:**
- Working knowledge of Microsoft Office-Word and Excel
- The ability to pay attention to detail
- Effective communication skills
- Organizational skills
- The ability to work as part of a team
- The ability to bend over, reach above your head, and lift 30lbs

**PREFERRED QUALIFICATIONS:**
- Library work experience
- Scanning and digitization experience
- Knowledge of library conservation and preservation practices
- Working knowledge of Microsoft-Access

To apply, please submit the following items:
1) Letter of application, 2) Resume’, 3) Name and contact information for 3 professional references

**The items listed above should be sent or e-mailed to:**
Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701  
e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

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Any offer of employment is contingent upon a satisfactory criminal background check.