



Learning Commons Admin Asst.

FT Learning Commons Admin Asst.-North Platte Community College is seeking a full-time Learning Commons assistant responsible to provide library and student success services, Monday – Friday with occasional weekend hours. This position will complete routine library tasks and assist students in with different academic resources.

About us: Mid-Plains Community College, a legislatively designated 18-county district in West-Central Nebraska, is a comprehensive, open access, public, two-year community college system that offers associate degrees, diplomas, and certificates. MPCC consists of three main campuses, one located in McCook, Nebraska and two located in North Platte, Nebraska. Additionally, there are extended campus sites in Broken Bow, Imperial, Ogallala and Valentine with satellite classrooms located throughout the Area. North Platte Community College is located in North Platte, Nebraska, a city of approximately 24,000 in rural southwestern Nebraska along the I-80 corridor.

Qualifications: Advanced experience using electronic resources and computer applications such as: Excel, Word, Outlook, Adobe software, and the internet is required. Associates degree or some post-secondary education is preferred. Must be reliable, dependable and work a flexible schedule. Library experience is preferred. The ideal applicant must have excellent customer service skills and the desire to serve the student population at North Platte Community College.

Application Instructions: Send a (1) letter of interest,(2)current resume, (3) unofficial transcripts, and (4) a completed MPCC application form (available at www.mpcc.edu) to MPCC Human Resources, 1101 Halligan Drive, North Platte, NE 69101. Fax: 308-534-5770. Email: humanresources@mpcc.edu Only complete application packets will be considered. To guarantee consideration, application materials must be received by June 18, 2018.

An EEO Employer/Educator.