TEMPORARY STAFF VACANCY ANNOUNCEMENT

Library Technician II

**Department:** Library  
**Position:** One Year Temporary Position  
**Wage:** $12.080-$14.212 based on experience  
**Union Affiliation:** Montana Public Employees Association  
**Posting Date:** May 2016

**Description**

The University of Montana-Western seeks a Library Technician II for the Library. Duties performed involve managing the technical services department including copy cataloging and processing new items to be added to the collection. This position is also responsible for resource sharing including on shelf holds and interlibrary loan activities, shelf maintenance and reserve. On the job training will be provided.

**Qualifications**

Candidates must possess a minimum of a high school diploma. A bachelor’s degree is preferred. Applicants should demonstrate a working knowledge of the Microsoft Office Suite. Experience with any of the following library automation software packages is preferred: OCLC, Endeavor Voyager, Illiad. Library experience and/or training is preferred. The successful candidate will demonstrate excellent oral and written communication skills. Attention to detail and ability to master various computer hardware and software including but not limited to copiers, printers, scanners, and DVD and CD players is a crucial aspect of the job. A service orientation is also very important.

**Application**

To apply, send a state of Montana job application, a letter of application responding to how your background applies to the position description, a resume and the names, addresses and phone numbers of at least three current references.

For further information about this position, please contact Michael Schulz via email at mike.schulz@umwestern.edu or office at (406) 683-7492 or Anne Kish at anne.kish@umwestern.edu or office at (406) 683-7494.
Submit application materials to:

Michael Schulz  
Library Director  
The University of Montana-Western  
710 S Atlantic St  
Dillon, MT  59725

Review of applications will begin in June and continue until the position is filled.

**The University & Dillon Area**

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwest Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.*