

LIBRARY CLERK

(Part-Time)

Roanoke Higher Education Center has a part time position available for an individual interested in working in our student library. Duties include: opening and closing library; answering general questions; use of automated circulation system; registering patrons; collecting fines; and re-shelving material.

Requirements for this position:

- High School diploma or equivalent
- Proficiency in Microsoft Office Suite and Internet usage
- Professional appearance and telephone manner
- Two years of strong customer service experience

Work schedule will be:

Monday through Friday from 8:00 a.m. to 1:00 p.m. (25 hours per week).

Hourly rate of pay: \$16.00 per hour.

A full position description is available at <https://www.education.edu/careers/>

Submit RHEA application, cover letter, and resume to jobs@education.edu by Tuesday, September 8, 2026