

Library Secretary/Technical Assistant

St. Bonaventure University Library seeks to fill full time position involving standard secretarial duties, along with ability to work with or learn various computer related applications. Duties include general office work, assist with accounting and budget matters, help develop and maintain websites, assist with patron use of library computer equipment and programs, and offer general assistance to staff and patrons. High school diploma and three years experience in an office environment required as well as proficiency with computer applications. Good communication skills and ability to work well with a wide range of people is essential. Review of applications to start immediately with goal to fill as soon as possible after Jan. 1st. Send cover letter, resume, and names of three references, to Paul J. Spaeth, Director of the Library, St. Bonaventure University, St. Bonaventure, NY 14778. Email submissions preferred (pspaeth@sbu.edu) EOE