

Learning Resources Assistant (Reg PT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=269343>

Downloaded On: Dec. 13, 2025 9:50am

Posted Dec. 11, 2025, set to expire Apr. 9, 2026

Job Title Learning Resources Assistant (Reg PT)
Department Library & Learning Services
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Dec. 11, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff
Part-Time/Temporary Staff

Academic Field(s) Educational Services
Library

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Apply By Email

Job Description

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Learning Resources Assistant (Reg PT)

Position Title: Learning Resources Assistant (Reg PT)

Department: Library & Learning Services

Campus: Allegheny Campus

Additional Information:

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Benefits: CCAC offers an exceptional benefits package. Highlights include an excellent health plan with very low out-of-pocket expense network option, generous time off and holiday pay, a 403b retirement plan with up to 10% employer match or other options through the State's retirement defined benefit pension system, free employee parking, public service (student) loan forgiveness eligible employer, and employer paid benefits including group life insurance, short-term and long-term disability insurance, and flexible spending accounts.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours (for hourly positions): Monday and Wednesday 8:30AM-4:00PM and Thursday 1:00PM-7:00PM. Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary Grade: SEIU D - \$17.86

Job Category: Office Support Staff/Maintenance/Housekeeping

Employment Type: Regular Part-Time

Job Slot: 9374

Job Open Date: 12/9/2025

Job Close Date: 12/23/2025

General Summary: Performs a variety of administrative clerical duties for the Learning Resources Center including administering and correcting exams.

Requirements:

Education and Experience: High school diploma or GED plus one year of relevant experience gained from working in an office environment, preferably in a college setting.

Skills/Abilities Requirements: Should be able to tactfully and courteously answer questions and provide information. Knowledge as related to the specific needs of the department to perform responsibilities .Ability to travel to perform work duties at any campus or center location within the

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CCAC system. Must be able to operate various office equipment, including a personal computer, switchboard as needed, and appropriate College software packages or equivalent. Should possess good organizational, customer service, communication, interpersonal and clerical skills. Detail oriented, ability to multi-task meet deadlines and be a team player. Required to have regular and timely attendance.

Physical Requirements, If Applicable: Works in a general office environment.

Job Duties:

1. Provides quality customer service to both internal and external customers.
2. Assists with students, including those seeking tutoring, setting up make-up tests, and use of library resources.
3. Interacts with faculty and staff, including all tutors.
4. Maintains files (electronic/paper), records, logs and reports.
5. Reviews documents for accuracy and completeness and editing as necessary.
6. Assists with training temporary others; may assign the work of temporary part-time and work-study student employees.
7. Performs various scheduling activities.
8. Perform all duties in accordance with applicable laws, collective bargaining agreements, board policies and administrative regulations and directives.
9. Performs other clerical duties related to specific/unique needs of the department.
10. Performs other related duties as required or assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available [here](#).

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To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1849>

jeid-0f828ff8cc00334493262628595e198f

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Community College of Allegheny County

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