

Henika District Library

POSITION VACANCY ANNOUNCEMENT

December 2014

Library Intern

15 hours per week (may increase)

Position Summary: The library intern will work regular shifts at the public service desk checking out materials, providing reader's advisory and answering reference and technical questions of patrons working at the public computers. In addition, the Library Intern may assist in programming, collection maintenance, marketing, and other special projects as determined by the Library Director and Youth Services Supervisor.

Duties and responsibilities:

- Assists patrons at the public service desk – checks out materials; registers patrons for library cards; helps locate materials; answers reference and reader's advisory questions.
- Instructs patrons in use of library technology such as public service computers and copy machine, and personal devices such as ereaders and tablets.
- Assists with program planning and implementation as needed.
- Posts to social media and the library website.
- Helps with data collection and presentation of library statistics related to the collection and programming.
- Assists the director with clerical tasks and correspondence.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree
- Must be a current student in a MLIS/MIS program

Salary:

\$10/hour

Schedule:

15 hours weekly including some evenings and weekends.

Start date:

January 2015

Applicants must complete the Employment Application and submit a resume and cover letter for consideration. Electronic applications can be submitted to Elysha Cloyd at wayec@henikalibrary.org. Paper applications can be mailed or dropped off to the library. Applications will be accepted until the position has been filled but preference will be given to those submitted by December 19th, 2014.