Southfield Public Library

**The Southfield Public Library’s internship program offers paid, practical library experience for students currently enrolled in a School of Information/Library Science Master’s program. Students are responsible for providing evidence of enrollment and satisfactory progress toward completion of their degree. These internships are available in two departments: Outreach Services and Technology. The required qualifications and duties for each internship are listed below. In your cover letter, please specify the internship/s for which you are applying.**

**Library Intern – COMMUNITY OUTREACH**

**Qualifications:**

* Bachelor’s Degree
* Current enrollment in a Master’s degree program in Information and Library Science at the time of hire
* Experience with the Adobe Creative Suite (InDesign, Illustrator & Photoshop) is desired

**Duties:**

* Developing and implementing Library programs
* Assisting with Library promotion and marketing
* Designing flyers and promotions for the library
* Working with social media
* Providing reference and reader's advisory service at the Adult and Youth public service desks

**Library Intern – TECHNOLOGY**

**Qualifications:**

* Bachelor’s Degree
* Current enrollment in a Master’s degree program in Information and Library Science
* Knowledge of HTML and CSS
* In-depth knowledge of Microsoft Office software
* Experience in technical support is desired

**Duties:**

* Updating, Editing and Creating content for the Library’s web site and the Library’s informational screen displays
* Assisting in the operation of the Library’s public computer time-management system
* Providing direct service to patrons on the phone and in person
* Support of library events requiring audio visual equipment
* Teaching Technology classes and developing new classes
* Maintaining public copiers and managing vending / change machine cash
* Special projects as assigned

**For all positions:**

**Salary and Benefits**

* $11.00/hour/first year
* $12.00/hour/second year
* Tuition reimbursement allowance
* Vacation leave, sick leave, personal business leave and paid holidays
* Incentive bonus upon completion of the two year program
* Health insurance

**Hours:**

* 40 hours/week including evenings and weekend hours
* This is a two year position

**Deadline: Friday, April 24**

**Application:** Please send a cover letter and resume to:

Mary Beall, Assistant City Librarian

Southfield Public Library

26300 Evergreen Road

Southfield, MI 48076

[mbeall@sfldlib.org](mailto:mbeall@sfldlib.org)