

## **Baldwin Public Library - Position Posting**

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,000 people and an annual operating budget of \$3,600,000.

**POSITION:** **Library Student Intern – Adult Services**

**HOURS:** Up to 16 hours per week—including days, nights, and weekends

**QUALIFICATIONS:** Bachelor's degree. Enrollment in Master's degree program in Library Science from an ALA-accredited institution with at least one year remaining in the program before graduation. Experience in a public library environment. Candidates should be friendly, enthusiastic, and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies.

**RESPONSIBILITIES:** Reports to the Head of Adult Services. The Library Student Intern will be required to perform the following types of duties:

- Provide readers' advisory and reference services to patrons using various collections and materials, and in multiple formats.
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and use of electronic resources, including databases, e-books, and e-audiobooks.
- Assist with the development and implementation of Library programs for Adult and Teen patrons.
- Assist with collection maintenance, including selection and deselection.
- Other duties as assigned.

**TECHNOLOGY:** Excellent computer skills are required, including:

- Knowledge of subscription databases and common software packages, especially Microsoft Office programs
- High-level Internet searching skills
- Ability to teach people how to use e-books, downloadable audio books, and other electronic resources
- Acquaintance with emerging technologies

**PAY RATE:** \$15.00 per hour

**APPLICATION:** Cover letter, resume, and application are due by Friday, April 20, 2018.

**PROCEDURE:** To: Baldwin Public Library  
Attn: Paul Gillin  
300 W. Merrill St.  
Birmingham, MI 48009  
Electronically to: [paul.gillin@baldwinlib.org](mailto:paul.gillin@baldwinlib.org)

The application is available on the library's employment website:  
<http://www.baldwinlib.org/employment/>