Southfield Public Library

**Position:** ***Library Intern – Technology Services***

**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

**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: Monday, May 13**

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

David Ewick

City Librarian

Southfield Public Library

26300 Evergreen Road

Southfield, MI 48076

dewick@southfieldlibrary.org