

**Oxford Public Library**

**530 Pontiac Street**

**Oxford, MI 48371**

**(248) 628-3034**

**Miopl.org**

|  |  |
| --- | --- |
|

|  |
| --- |
| **Adult & Teen Services Librarian Assistant, Part Time*This individual works primarily in Adult Services with limited hours in Teen Services*** |

 |
| **DESIRED QUALITIES** |  |

|  |  |
| --- | --- |
|

|  |
| --- |
| An energetic team player who enjoys working with adults and teens * Someone eager to provide friendly customer service
* A person who enjoys a wide variety of responsibilities including, developing and implementing creative programming, helping patrons locate library materials, creating displays and booklists and more

  |

 |
|

|  |
| --- |
|  |

 |

|  |  |
| --- | --- |
| **EDUCATION** |  |
|

|  |
| --- |
| Bachelor's Degree in English/History or any related subject fieldDesirable: Prior public library experience in Adult Services is desired, but not required to qualify for this position  |

 |

|  |  |
| --- | --- |
|

|  |
| --- |
|  |

 |
| **EXPERIENCE** |  |

|  |  |
| --- | --- |
|

|  |
| --- |
| **One year of public library experience is desired, but is not required to qualify for this position**  |

 |
|

|  |
| --- |
|  |

 |

|  |  |
| --- | --- |
| **NATURE OF WORK** |  |
|

|  |
| --- |
| **As a member of the Library's Adult & Teen Services Team, this individual reports to the Heads of Adult and Teen Services.Duties include, but are not limited to:*** **Planning and delivering client-centered programming**
* **Furnishing reference and reader's advisory services**
* **Ordering materials**
* **Planning and prioritizing work and solving problems**
* **Creating displays and booklists**
 |

 |

|  |  |
| --- | --- |
|

|  |
| --- |
|  |

 |
| **HOURS** |  |

|  |  |
| --- | --- |
|

|  |
| --- |
| **Part-time, no benefits; average 13.5 hours weekly, including some evenings and weekendsCurrent Schedule (may vary occasionally):****Mondays - 5PM-9PM (Adult)Thursdays - 5PM-9PM (Adult)****Weekends - Alternating (one in Teen & one in Adult; ).Sundays are Labor Day - Memorial Day only(Occasional 3rd Saturday or Sunday may be required)Hours for Saturdays are 10AM-5PM and Sundays are 1PM-5PM** |

 |
|

|  |
| --- |
|  |

 |

|  |  |
| --- | --- |
| **SALARY** |  |
|

|  |
| --- |
| **Salary: $16.00; paid hourly**  |

 |

|  |  |
| --- | --- |
|

|  |
| --- |
|  |

 |
| **APPLICATION DEADLINE** |  |

|  |  |
| --- | --- |
|

|  |
| --- |
| **Open until filled** |

 |
|

|  |
| --- |
|  |

 |

|  |  |
| --- | --- |
| **APPLICATION PROCESS** |  |
|

|  |
| --- |
| **Send a current resume and cover letter to:** **Oxford Public LibraryAttn: Jaema Berman, Head of Adult ServicesPO Box 538Oxford, MI  48371****Or** **Email submissions will be accepted at Jberman@miopl.orgQuestions: (248) 628-3034**  |

 |

|  |  |
| --- | --- |
|

|  |
| --- |
|  |

 |