

**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 field  Desirable: 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 weekends  Current 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 Library Attn: Jaema Berman, Head of Adult Services PO Box 538 Oxford, MI  48371**    **Or**  **Email submissions will be accepted at Jberman@miopl.org  Questions: (248) 628-3034** | | |

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