

CITY OF EAST LANSING EAST LANSING PUBLIC LIBRARY JOB POSTING

AVAILABLE POSITION:

Library Page I

PAY RATE:

\$7.40/hour

HOURS PER WEEK:

15 hours per week. Non-exempt; At-Will position
Includes night and weekend hours

APPLY: To apply, please mail or e-mail a completed [COEL application](#) to:

East Lansing Public Library
Attention: Amber Laude, Collections and Technical Services Librarian
950 Abbot Road
East Lansing, MI 48823
Email: alaude@cityofeastlansing.com

DEADLINE: Friday, December 13 at 6pm

Reports to: Collections and Technical Services Librarian

Department: Technology Services

PURPOSE:

Fifteen (15) hour per week vacancy for an energetic, team oriented Library Page.

RESPONSIBILITIES:

General duties of a library page:

- Shelve, sort, and check in library materials.
- Empty book drops.
- Locate requested items.
- Pack and unpack interlibrary loan items.
- Participate in a variety of collection projects that include relabeling items, shifting library materials from one location to another, and repairing damaged materials.
- Assist in keeping areas of the library clean and organized.
- Perform other tasks as assigned.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- 1) Ability to sort materials in alphabetic, numeric or alphanumeric order.
- 2) Ability to work in a fast-paced environment.
- 3) Computer proficiency.
- 4) Customer service experience preferred.
- 5) Must be available to work evenings and weekends.

Physical Qualifications

- 1) Ability to withstand routine and repetitive motions such as bending, reaching and pushing.
- 2) Ability to lift library materials weighing up to 50 lbs., and to push book trucks weighing between 100 and 200 lbs.

EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER