Troy Public Library Adult Information Intern
$12.00/hr

General:The Troy Public Library is committed to providing an enriching and professional environment and is seeking a student who is currently enrolled in a Library Science Master’s Degree program at an accredited college or university for a **paid, part-time internship.**

This position will allow the student to gain practical library knowledge and skills, while working alongside professional librarians and staff. The student will provide reference service/bibliographic instruction to patrons of all ages and complete projects in areas relevant to his or her interests, with possibilities ranging from collection management and resource development to technology instruction and programming.

**This position has a term length of up to 2 years, working 20 hours per week (including some evening and weekend hours).**

Applicants should be enthusiastic about public service, exhibit excellent written and verbal communication skills and have a working knowledge of popular computer programs, databases and websites. Familiarity with mobile technology (including tablets and eReaders) is essential.

Minimum
Qualifications:

* Bachelor’s Degree
* Completion of at least 12 credit hours in an accredited Library Science Master's program
* Interest in information technology, with intermediate to advanced computer knowledge
* Excellent communication and interpersonal skills
* Ability to work successfully with patrons of all ages
* Strong commitment to customer service
* Attention to detail
* Applicants must submit proof of educational attainment (current college transcripts) at time of application.
* As a condition of employment, the successful candidate must pass a background check and pre-employment physical, including drug screen.

Apply: Interested applicants should send a resume, cover letter and three references to:

Constance Doherty

Adult Information Services

Troy Public Library

510 W. Big Beaver Rd.

Troy, MI 48084

or email: dohertyc@troymi.gov

\*All questions regarding the application process should be directed to 248-524-3545

**AN EQUAL OPPORTUNITY EMPLOYER**

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.