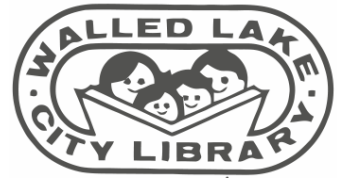


WALLED LAKE CITY LIBRARY INTERNSHIP OPPORTUNITY



The Walled Lake City Library is searching for a Library Intern to join our team.

The applicant should have a dedication to public service, a desire to plan and implement a variety of programs for adults, children and families in the community and an interest in creative marketing for public libraries. Applicants must be currently enrolled in a Master's Degree program for Library/Information Science from an ALA accredited program.

POSITION: Library Intern
REPORTS TO: Library Director
PAY RATE: \$17.50 per hour for the 1st year; \$19.00 per hour for the 2nd year
HOURS: Part time, 12 to 16 hours per week. Hours will include regular evening and weekend hours.

This position is intended to provide flexible internships to students currently enrolled in a graduate level library science degree from an ALA accredited academic institution, who are interested in working in the public sector. **Internship requires a 6-month commitment**, and may continue for a maximum of 2 years.

RESPONSIBILITIES:

- Provide excellent service to patrons of all ages
- Provide reference and information service assistance to patrons using both printed and electronic resources
- Perform technical support duties, including collection development and maintenance
- Maintain assigned Library collections
- Demonstrate, teach, assist and troubleshoot the use of public-access office equipment including computers and related software as needed
- Provide and assist with planning and execution of adult and youth programming
- Create and maintain book displays
- Perform circulation desk duties including charging and discharging materials, placing patron holds and handling cash transactions for fines and fees
- Perform workroom duties including shelving materials, shelf reading, processing holds, returns and other materials from delivery
- Other duties as assigned

QUALIFICATIONS:

- Current enrollment in a Master's degree program in Library and Information Science at the time of hire
- Strong verbal and written communication skills
- Computer proficiency including use of databases and Microsoft Office applications
- Ability to provide superior customer service to library users of all ages
- Ability to work cooperatively with library staff in a team environment
- Ability to produce neat, accurate and timely work within an established timeframe
- Physical agility and strength to bend, reach, lift, push and carry up to 40 lbs., kneeling and bending to access materials from low shelving, sitting or standing for prolonged periods

CLOSING DATE: Applications will be accepted until position is filled.

APPLICATION: Cover letter, resume and contact information for three references should be sent to Carrie Ralston, Library Director at carrie@walledlakelibrary.org