Suburban Library Cooperative Intern
$15.00/hr.

The Suburban Library Cooperative 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.

The Intern will complete service rotations at designated SLC libraries. The intern will learn to provide reference service/bibliographic instruction to adults, teens and children; assist patrons with library technology and mobile devices individually and in a classroom setting; assist with programming and collection development; and learn other aspects of Library operations, including Circulation, Technical Services, Community Engagement, Marketing, and Library Administration.

This unique opportunity will allow the student to gain practical library knowledge and skills, while working alongside professional librarians and staff, in a variety of library settings.

This position has a term length of 1 year, working 15 - 20 hours per week (including evening and weekend hours).

Applicants should be enthusiastic about public service, exhibit excellent written and verbal communication skills and have a working knowledge of library technology, preferably Polaris. Familiarity with mobile devices (including tablets and eReaders) is essential.

Minimum Qualifications:

- Bachelor's Degree
- Completion of at least one semester in an accredited Library Science Master's program
- 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 (latest transcript) at time of application.

To apply:

Interested applicants should send a resume, cover letter, three references, and latest transcript to: Mallorie DeVilbiss, Director, Suburban Library Cooperative, mallorie@libcoop.net

Application deadline is August 1, 2024
Expected starting date is early September

Member Libraries
Armada • Center Line • Chesterfield Township • Clinton-Macomb • Eastpointe • Fraser • Harper Woods • Harrison Township • Lenox Twp • Lois Wagner (Richmond)
MacDonald (New Baltimore) • Mount Clemens • Ray Twp • Romeo • Roseville • St. Clair Shores • Shelby Twp • Sterling Heights • Troy • Utica • Warren

Connected libraries, more possibilities.