

Dorothy Hull Library-Windsor Township
Job Posting: Library Assistant

Dorothy Hull Library-Windsor Township is seeking a library assistant to support the daily operations of the library and to provide excellent customer service to library patrons.

Position Details:

- Part-time position up to 10 hrs/week during library's regular open hours (may include some evenings and weekends)
- On-site position at the library (405 W Jefferson St Dimondale, MI 48821)
- Starting at \$15.00/hr
- Benefits: Paid Time Off, Holidays, Retirement Eligible

Job Description:

- Assists in collection management and maintenance. This may include circulation, processing, sorting, retrieving, displaying, and shelving of library materials
- Assists library patrons by answering reference questions, finding materials, providing basic technology assistance, and other related support both in person and over phone
- Assists with patron registration and account maintenance
- Assists with library programs and program preparation
- Assists in maintaining a clean and welcoming facility by performing basic cleaning tasks

Qualifications:

- High school diploma or equivalent is required
- Computer proficiency and ability to operate equipment to fax/scan/print/copy
- Excellent communication and customer service skills, attention to detail
- Ability to work under general supervision and adhere to library policies and procedures
- Eligible and willing to obtain a notary commission at the library's expense
- Eligible and willing to complete library staff certification from the Library of Michigan
- Able to meet physical demands of job (push/pull carts of books, shelve/retrieve materials from the highest and lowest shelf heights, lift and carry up to 40 lbs)
- Previous library experience is preferred

Send a cover letter, resume, and three references to Kate Gillham at director@dhlibrarymi.org by September 14th to apply for this position.

Dorothy Hull Library-Windsor Township is an equal opportunity employer.

Post Date: 09/01/2026