Southfield Public Library

**The Southfield Public Library’s internship program offers paid, practical library experience for students currently enrolled in a School of Information/Library Science Master’s program. Students are responsible for providing evidence of enrollment and satisfactory progress toward completion of their degree.**

**Library Intern – COMMUNITY OUTREACH**

**Qualifications:**

* Bachelor’s Degree
* Current enrollment in a Master’s degree program in Information and Library Science at the time of hire
* Experience with the Adobe Creative Suite (InDesign, Illustrator & Photoshop) and Microsoft Office is desired

**Duties:**

* Developing and implementing Library programs
* Assisting with Library promotion and marketing
* Designing flyers and promotions for the library
* Working with social media
* Assisting Administration with meetings, accounting, filing, etc.
* Providing reference and reader's advisory service at the Adult and Youth public service desks

**Salary and Benefits**

* $11.00/hour/first year
* $12.00/hour/second year
* Tuition reimbursement allowance
* Vacation leave, sick leave, personal business leave and paid holidays
* Incentive bonus upon completion of the two year program
* Health insurance

**Hours:**

* 40 hours/week including evenings and weekend hours
* This is a two year position

**Deadline: Friday, October 13**

**Application:** Please send a cover letter and resume to:

David Ewick

City Librarian

Southfield Public Library

26300 Evergreen Road

Southfield, MI 48076

dewick@southfieldlibrary.org