Southfield Public Library

**Position:** ***Library Intern – Adult Services***

**Qualifications:**

* Bachelor’s Degree
* Current enrollment in a Master’s degree program in information and library science at the time of hire

**Duties:**

* Provide reference and reader’s advisory service to library patrons.
* Assume collection development responsibilities for assigned collections.
* Assist librarians with library programs, with some independent programming opportunities available.
* Serve on library and divisional committees.
* Collect and compile library statistics in a spreadsheet.
* Create and maintain book displays.
* Order and distribute income tax forms.
* Sort and route divisional mail, including publisher catalogs.
* Order and distribute supplies for department.
* Update departmental manuals as assigned.
* Other duties as required.

**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:**

* 30 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