**LIBRARIAN INTERN**

2-year position

40 hours/week

Are you energized thinking about how libraries can benefit by embracing and deploying technology? We are! The [Southfield Public Library](https://southfieldlibrary.org/) (SPL) is looking for a Librarian Intern who shares our vision for moving the library forward through a combination of exceptional public service and incorporation of innovative technologies and programs. The library is located within the City of Southfield Municipal Campus. SPL is housed in a modern, architecturally acclaimed facility.

**POSITION AND DUTIES**

Interns are an integral part of the Southfield Public Library’s operations. During an internship, you will work with library staff from all divisions within the library. During your internship you will be provided training encompassing all aspects of librarianship including Adult and Youth Services reference and readers’ advisory service, Outreach to the community, and Technical Support. Gain experience developing and conducting programs through assisting librarians with library programs and classes to the public. Learn collection development from senior librarians and take responsibility for an assigned collection. Assist patrons with their mobile devices and laptop computers and show them how to use the library’s digital collections during your internship. Within the Technology Services division you will research and recommend technologies that contribute to the library experience of patrons and the community. Contribute to the update, design, and development of the library’s internet and intranet sites, and gain understanding of the technology foundation required to sustain a modern public library. The overall goal of the library internship is to provide students with real life library experience and guidance while collaborating with professional librarians in all aspects of public librarianship.

**QUALIFICATIONS**

* Bachelor’s Degree
* Enrollment at the time of hire in a master’s degree program in Library and Information Science accredited by the American Library Association.
* Able to collaborate with staff at all levels and in all areas of the organization.
* Commitment to serving a diverse population in positive and meaningful ways.

**DESIRED SKILLS (Lack of these skills is not disqualifying)**

* Customer service experience
* Familiarity with the Adobe Creative Suite and/or Canva
* Familiarity with Microsoft Office 365 and TEAMS
* Experience working with social media platforms, video content creation, and streaming video

**SALARY AND BENEFITS**

* $15.00/hour first year; $16.00/hour second year
* Vacation, sick, personal business leave, and paid holidays
* Heath insurance
* Tuition reimbursement allowance
* Incentive bonus upon completion of the 2-year position

**HOURS AND PLACEMENT**

* 40 hours per week. Consideration will be given to academic workload and class schedules when arranging library schedules.
* Daytime, evening, and weekend hours may be required
* The successful candidate will be placed with the Technology Services division.

**DEADLINE:** Until filled

**TO APPLY: Send** cover letter, resume and [City of Southfield Application for Employment](https://www.cityofsouthfield.com/sites/default/files/inline-files/generalapplication-fillable.pdf) to Mary Beall, Acting City Librarian, Southfield Public Library, 26300 Evergreen Road, Southfield, MI 48076 needs [mbeall@southfieldlibrary.org](mailto:mbeall@southfieldlibrary.org)