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**TITLE: Librarian Intern**

**FSLA STATUS: Non-Exempt**

**COLLECTIVE BARGANING AGREEMENT: No**

**SCHEDULE: 19 hours per week, including nights and weekends**

**REPORTS TO: Branch Manager**

**DEADLINE TO APPLY: Tuesday, July 1, 2025**

**STARTING SALARY: $18/hr.**

**BRANCH ASSIGNMENT: Rotating**

**TO APPLY: Send cover letter and resume to:** **khart@grossepointelibrary.org**

**SUMMARY**

The Grosse Pointe Public Library 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 Grosse Pointe Public Library is a Class 6 Library, with a service population of 51,000+ people and three branches. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidates will have the desire to work in a collaborative, team environment and take pride in providing prompt and friendly service to customers of all ages and have a passion for serving the community.

The following Core Values are the foundation for day-to-day operations, management, and leadership of the Grosse Pointe Public Library:

*Service*

*Access to Information & Resources*

*Intellectual Curiosity*

*Respect*

*Inclusion*

*Innovation*

*Kindness*

**Position and Duties**

This internship position will be part of the library’s reference department. During the internship, library science students will gain experience working on public services desks, providing reference, computer assistance, and readers advisory to all ages. Programming experience will be gained by assisting librarians with adult and youth programs. Interns will also be trained in collection development, outreach, and in the library’s DREAM Lab. The intern will work closely with the branch managers who will help guide and provide the opportunity to learn more about your specific areas of interest.

**QUALIFICATIONS**

* Actively enrolled in a master’s degree program in Library and Information Science, at an accredited college or university
* Bachelor’s Degree
* Strong written and verbal communication skills
* Ability to work effectively with public and library staff
* Strong public service orientation
* Enthusiastic, positive, friendly, self-motivated, creative and approachable
* Competent internet and computer skills
* Enjoys working with patrons of all ages
* Flexible schedule, with the ability to work some nights and weekends

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. This position will rotate to all three branches. Location of position could change at any time. All levels of diversity are encouraged to apply.