

Marshall District Library Job Posting

AVAILABLE POSITION: Part-time Library Intern, Local History

WORK SCHEDULE: 15-20 hours per week, including evening and weekend hours. Schedule to be arranged with Intern upon hiring. Employment will begin by November 21, 2024 and continue until April 21, 2025.

PAY RATE: \$13.03 per hour, no benefits.

JOB SUMMARY: Regular duties include assisting the Local History Librarian with the curation, digitization, cataloging, and labeling of local history collection, providing direct reference, readers' advisory, and circulation services for patrons of all ages. Interns will participate in projects related to library collection and programs.

REQUIREMENTS: Consideration will be given to interns in bachelor's degree programs who have an interest in History and Archives. Preferred candidates will possess a bachelor's degree and will have completed some coursework in a master's degree program for Library and Information Science, History, or Archival Administration. Candidate must be committed to customer service excellence.

Additionally, to perform the essential functions of the position, an individual will be required to maintain a physical condition necessary for sitting, moving, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; and operating assigned equipment, including computers.

APPLY: Submit resume with cover letter to: Angela Semifero, Library Director, Marshall District Library, 124 W. Green Street, Marshall, MI 49068. Electronic submissions to: SemiferoA@MarshallDistrictLibrary.org

DEADLINE: Application materials mailed or e-mailed to SemiferoA@MarshallDistrictLibrary.org will be accepted through 5:00 pm on Friday, November 8, 2024.

PLEASE NOTE: All candidates will be notified of our decision by mail or phone within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.

The Marshall District Library does not discriminate in its employment practices.