

# Marshall District Library - Job Posting

**AVAILABLE POSITION:** Library Assistant, Programming & Community Engagement Department

**WORK SCHEDULE:** 24 hours per week, including evening and weekend hours

**PAY RATE:** \$15.00 per hour with merit increases; benefits include pro-rated health insurance, retirement plan options, paid time off, paid holidays

**JOB SUMMARY:** Library Assistants provide library services to library visitors of all ages. These services include:

- Delivery of circulation, information and reader's advisory services for patrons of all ages
- Assisting patrons with public computer use
- Creating library displays
- Supervising middle school students after school
- Working with volunteers
- Using library technology to meet the needs of the community served
- Position responsibilities primarily assigned in marketing, community outreach, and delivering library programs to people of all-ages

**REQUIREMENTS:**

- Minimum high school diploma
- Experience working with children required
- Experience with library and mobile technology
- Accuracy and skill in keyboarding required
- Commitment to customer service excellence
- Excellent oral and written communication skills essential
- Ability to organize multiple assignments and work independently
- Creativity in developing and implementing library programs and services
- Flexibility in scheduling

**PREFERRED:**

- Desire to work with people of all ages, with a particular focus on middle school students and early learners
- Knowledge of the Marshall community and a desire to engage with it
- Experience in youth development
- College coursework
- Attention to detail

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; operating assigned equipment, including computers.

APPLY: Submit application or resume to: Angela Semifero, Library Director, Marshall District Library, 124 W. Green Street, Marshall, MI 49068. Electronic submissions to: SemiferoA@YourMDL.org. Applications are due by Tuesday, September 8 at 5:30 pm.

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

Marshall District Library does not discriminate in its employment practices.