

Marshall District Library Job Posting

AVAILABLE POSITION: Part-time Student Intern, Local History

WORK SCHEDULE: 10-15 hours per week, including evening and weekend hours. Schedule to be arranged with Intern upon hiring. Employment will begin by October 15, 2026 for approximately 6 months.

PAY RATE: \$15.00 per hour, no benefits.

JOB SUMMARY: Regular duties include assisting the Local History Librarian with the digitization, transcription, and labeling of local history collections. Collecting and cataloging data for library sports archive initiative. Other responsibilities may include shelving library materials and learning basic Help Desk procedures. Interns will participate in projects related to the library's historical collection and programs.

REQUIREMENTS: Minimum: Some college coursework. Commitment to respectful and positive customer service style. Ability to work independently and organize work. Demonstrated knowledge of library materials, resources, and computer technology. Ability to perform clerical tasks as assigned. Additional consideration will be given to interns in degree programs in History and Archives.

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 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 Wednesday, September 16, 2026.

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.