



**Auburn Hills Public Library
Job Announcement**

Position: Adult Services Intern
Supervisor: Adult Services Coordinator
Salary: \$15.00/hour
Hours: 18-20 hours per week, including evenings and Saturdays. **Must be flexible.**

This position is intended to provide flexible internships to students, pursuing a graduate-level library science degree from an ALA-accredited academic institution, and who are interested in working in a public library. Length of the internships will vary, based on the incumbents' availability, from one to two years. The intern will be assigned a mentor. The mentor will provide guidance for the intern and ensure that the intern is exposed to a variety of assignments and experiences, comprising a well-rounded public librarian internship.

Job Duties:

- Provide readers' advisory and reference services using a variety of collections, materials and formats.
- Assist patrons with Internet and computer-related technology.
- Participate in collection development and maintenance as needed, keeping within monetary and physical space constraints.
- Plan, implement and promote programming services appropriate to the needs of the community.
- Work positively and collaboratively across departments to accomplish department goals.
- Contribute relevant ideas and creative solutions as they relate to our collection, programming, patrons and community
- Engage in outreach opportunities within the community.
- Other duties as assigned.

Job Requirements:

- Bachelor's Degree from a four-year accredited college or university, and currently enrolled in a Master's Degree in Library/Information Science from an ALA-accredited program, having completed at least 6 months.
- Knowledge of adult literature preferred.
- Dedication to public service of a diverse population.
- Enthusiastic, friendly, self-motivated and creative.
- Strong obligation to confidentiality.
- Strong organizational skills and attention to detail.
- Excellent oral and written communication skills.
- Proficiency in the use of computers for library work; including the ability to access and utilize Internet resources and office software applications.

- Some evening and weekend hours are required.

Physical Demands:

- Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.
- Physical mobility, vision, hearing, and manual dexterity essential.

Submit cover letter, resume, and application to:

Auburn Hills Public Library, 3400 East Seyburn Drive, Auburn Hills MI 48326

Attn: Renee Holden, Adult Services Coordinator, rholden@auburn-hills.lib.mi.us

The application is available at: <http://auburn-hills.lib.mi.us>

Application Deadline: June 29, 2018.