



**Library Assistant – Cranbrook Kingswood Upper School (grades 9-12) – Cranbrook Campus**

**Salary:** \$18/hr

Provides paraprofessional and clerical support in the School Libraries.

**Responsibilities include:** Manages circulation - Day-to-day check in and out of materials, shelving of materials, writing and posting of overdue lists, letters and billing of students accounts; faculty over-dues and notices. Assists in maintaining new orders for new and replacement materials and processes materials into the collection. Works with cataloger to maintain collection records. Assists in managing and maintaining computer support: liaison for library with Department system manager, IT personnel and Schools' Technology Department (Director and Instructional Support Technician). Assists with student and faculty orientation and library skills classes (students and faculty in library use), and more.

**Requirements:** Library Technician Degree preferred. School library experience preferred, but not essential. Must be proficient with library circulation systems (SirsiDynix Horizon), and skilled with Microsoft Office (Word and Excel).

**This is a full-time, school session position with a work schedule that runs from mid-August through mid-June each year.**

**If interested, please apply at <http://www.cranbrook.edu/employment>**